MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

PKI/DIGITAL CERTIFICATE ONLINE APPLICATION

GENERAL USER GUIDE

January 2013

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SECTION A: INTRODUCTION

PKI/Digital Certificate online application is a facility for MIDA clients to submit applications online.

Chapter A-I Submission modes

Web Submission modes for submitting application: Online

A-I-I Online

Data is keyed in directly into the online *data entry form*. Online data entry is only applicable for Duty Exemption applications form as below:

1) PC1
2) PC2
3) PC2-1
4) PC2A
5) PC Services

Chapter A-2 System requirements

To ensure MIDA's Web *Submission* performs smoothly, your system should meet the hardware and software requirements outlined below.

A-2-1 Hardware

- Processor : Pentium III or higher
- Memory : 512MB RAM or higher
- Internet connection : Preferably broadband
- Printer

A-2-2 Software

- Microsoft Internet Explorer (IE) version 6.0 or higher
- Adobe Acrobat Reader version 6.0 or higher
- J2SE Java Runtime Environment (JRE) version 5.0
- Java Unlimited Strength Policy
- Software digital certificate or e-filing software digital certificate

Note: Our Online services only compatible with Internet Explorer. User will have problem using other internet browser (e.g. Mozilla, Chrome and Opera)

SECTION B: USER GUIDE

This user guide will walk you through the process of submitting an application by providing step-by-step instructions with illustrations to help you understand each step.

Register / Sign In

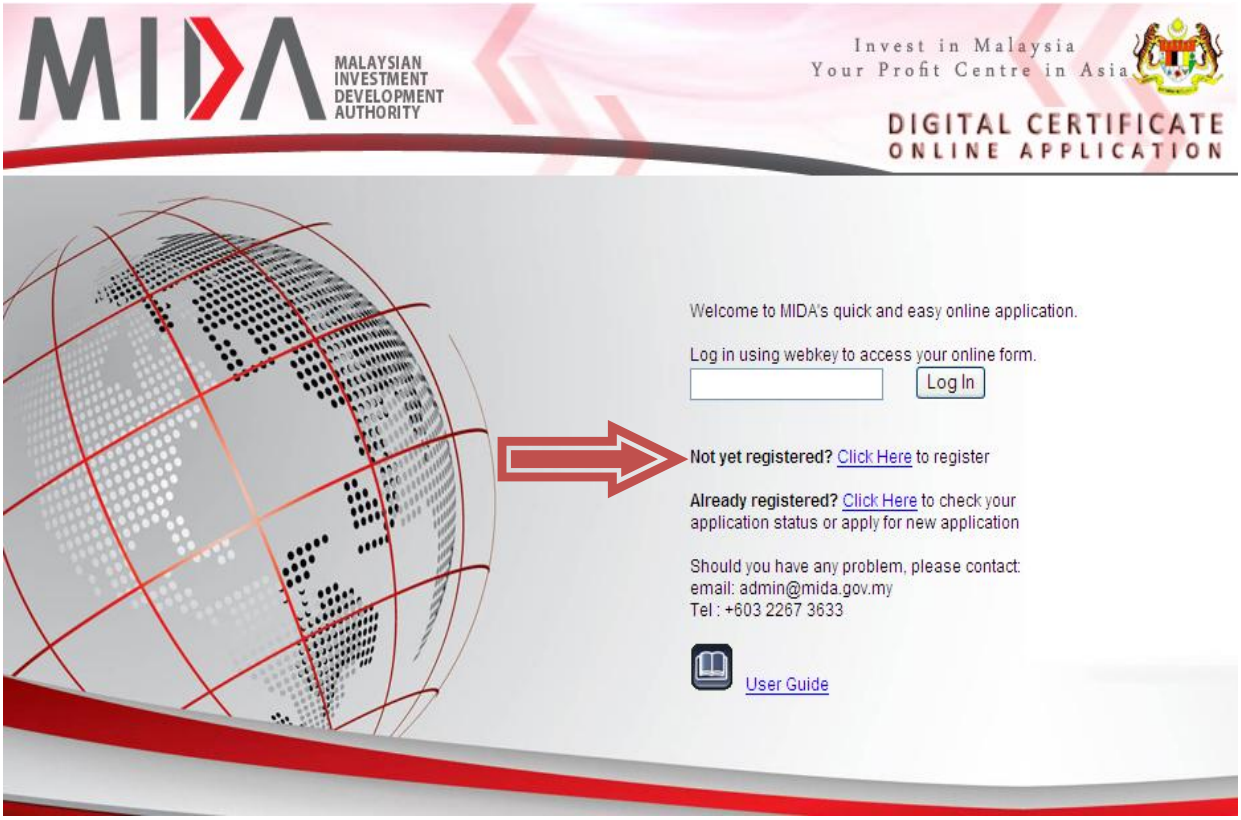
In order to submit an application, you must either register for a new web-key or sign in using an existing web-key that not yet being submitted. A web-key is a unique combination of alphanumeric characters (much like a password) which is used to identify one single application and it is auto generated by the system. No two applications will have the same web-key. Each subsequent application will require you to register for another web-key.

Chapter B-1 Registering Web-key

B-1-1 How to register web-key

Company Not yet Registered

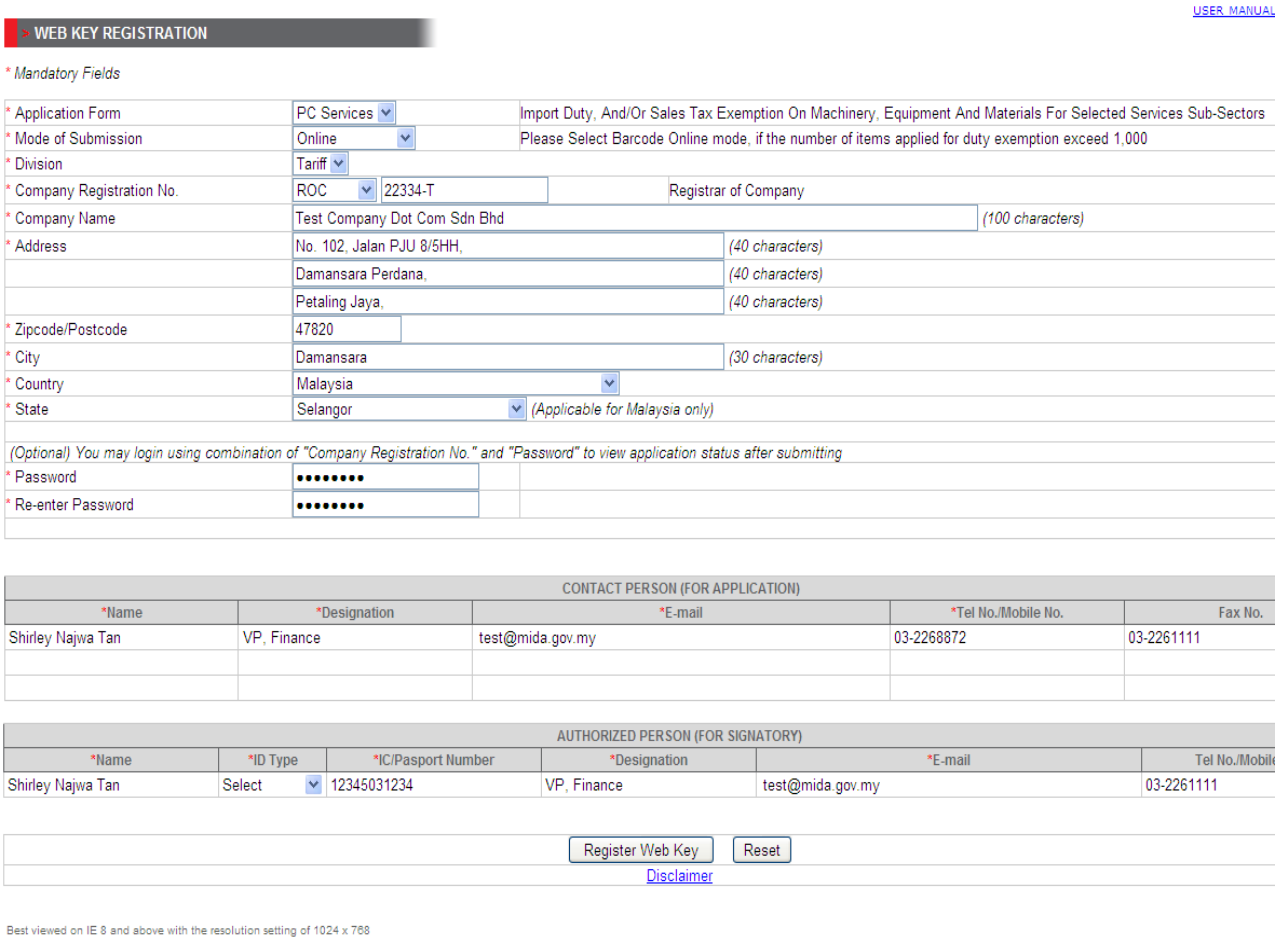
Go to **https://jpc.online.mida.gov.my**. Users are advised to use Internet Explorer browser due to compatibility issue of the system.


MIDA
MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
Invest in Malaysia
Your Profit Centre in Asia
DIGITAL CERTIFICATE
ONLINE APPLICATION
Welcome to MIDA's quick and easy online application.
Log in using webkey to access your online form.
Log In
Not yet registered? Click Here to register
Already registered? Click Here to check your application status or apply for new application
Should you have any problem, please contact:
email: admin@mida.gov.my
Tel : +603 2267 3633
User Guide

Note: Each application needs a web-key. Once the application is submitted to MIDA then the web-key will expired and it can be used for checking status only. For the next/new application user need to register for a new web-key.

Step	Action
1.	Click on the **Not yet registered?** **Click Here** hyperlink to register new web-key.

To register a web-key, you must first fill in the details of the application for company that is applying.



USER MANUAL

WEB KEY REGISTRATION

* Mandatory Fields

* Application Form	PC Services	Import Duty, And/Or Sales Tax Exemption On Machinery, Equipment And Materials For Selected Services Sub-Sectors
* Mode of Submission	Online	Please Select Barcode Online mode, if the number of items applied for duty exemption exceed 1,000
* Division	Tariff	
* Company Registration No.	ROC 22334-T	Registrar of Company
* Company Name	Test Company Dot Com Sdn Bhd	(100 characters)
* Address	No. 102, Jalan PJU 8/5HH,	(40 characters)
	Damansara Perdana,	(40 characters)
	Petaling Jaya,	(40 characters)
* Zipcode/Postcode	47820	
* City	Damansara	(30 characters)
* Country	Malaysia	
* State	Selangor	(Applicable for Malaysia only)

(Optional) You may login using combination of "Company Registration No." and "Password" to view application status after submitting

* Password	••••••••
* Re-enter Password	••••••••

CONTACT PERSON (FOR APPLICATION)

*Name	*Designation	*E-mail	*Tel No./Mobile No.	Fax No.
Shirley Najwa Tan	VP, Finance	test@mida.gov.my	03-2268872	03-2261111

AUTHORIZED PERSON (FOR SIGNATORY)

*Name	*ID Type	*IC/Pasport Number	*Designation	*E-mail	Tel No./Mobil
Shirley Najwa Tan	Select	12345031234	VP, Finance	test@mida.gov.my	03-2261111

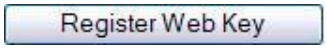
Register Web Key Reset

Disclaimer

Best viewed on IE 8 and above with the resolution setting of 1024 x 768

Note: A red asterisk (*) indicates that it is a mandatory field. If any of the mandatory fields is empty, you would not be able to register a web-key.

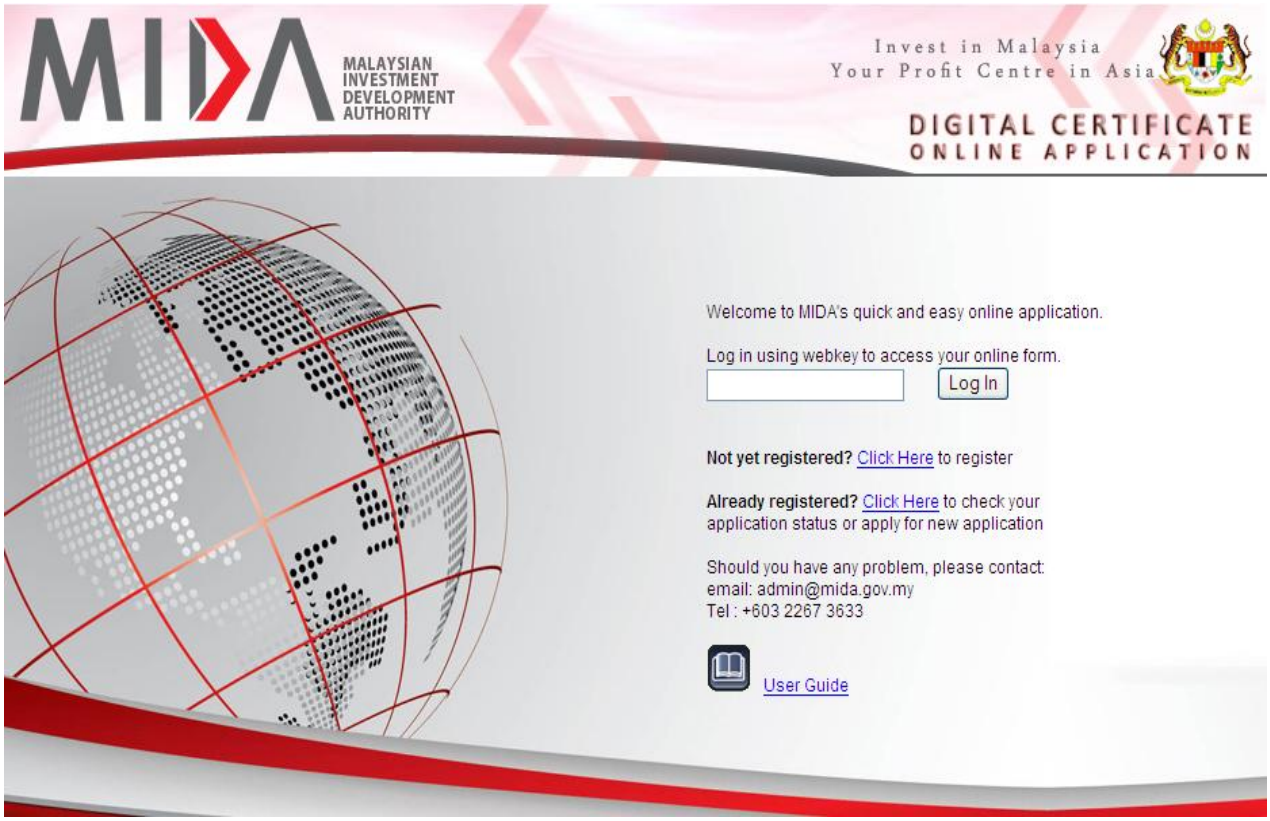
Step	Action
1.	Select **Application Form** from the drop down list.
2.	Select **Mode of Submission** from the drop down list.
3.	By default, **Tariff Division** is selected.

Step	Action
4.	Select the **type of Company Registration** from the drop down list.
5.	Fill in **Company Registration No.** in the field box.
6.	Fill in **Company Name** in the field box.
7.	Fill in **Address** in the field box.
8.	Fill in **Zip code/Postcode** in the field box.
9.	Fill in **City** in the field box.
10.	Select **Country** from the drop down list.
11.	Select **State** from the drop down list.
12.	Fill in the relevant information in the respective field for contact person detail boxes within the columns: **Name**, **Designation**, **E-mail**, **Tel No./Mobile No.** and **Fax No**.
13.	Fill in the relevant information in the respective field for authorized person detail boxes within the columns: **Name**, **ID Type**, **IC/Passport, E-mail**, **Tel No./Mobile No.** and **Fax No**.
14.	Click on the  button to register your application web-key and receive a web-key page result immediately.

Note: The button is used to clear all data in the page.

Company Already Registered

Go to **https://jpc.online.mida.gov.my**. Users are advised to use Internet Explorer browser due to compatibility issue of the system.


MIDA
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DIGITAL CERTIFICATE
ONLINE APPLICATION
Welcome to MIDA's quick and easy online application.
Log in using webkey to access your online form.
Log In
Not yet registered? Click Here to register
Already registered? Click Here to check your application status or apply for new application
Should you have any problem, please contact:
email: admin@mida.gov.my
Tel : +603 2267 3633
User Guide

Note: Each application needs a web-key. Once the application is submitted to MIDA then the web-key will expired and it can be used for checking status only. For the next/new application user need to register for a new web-key.

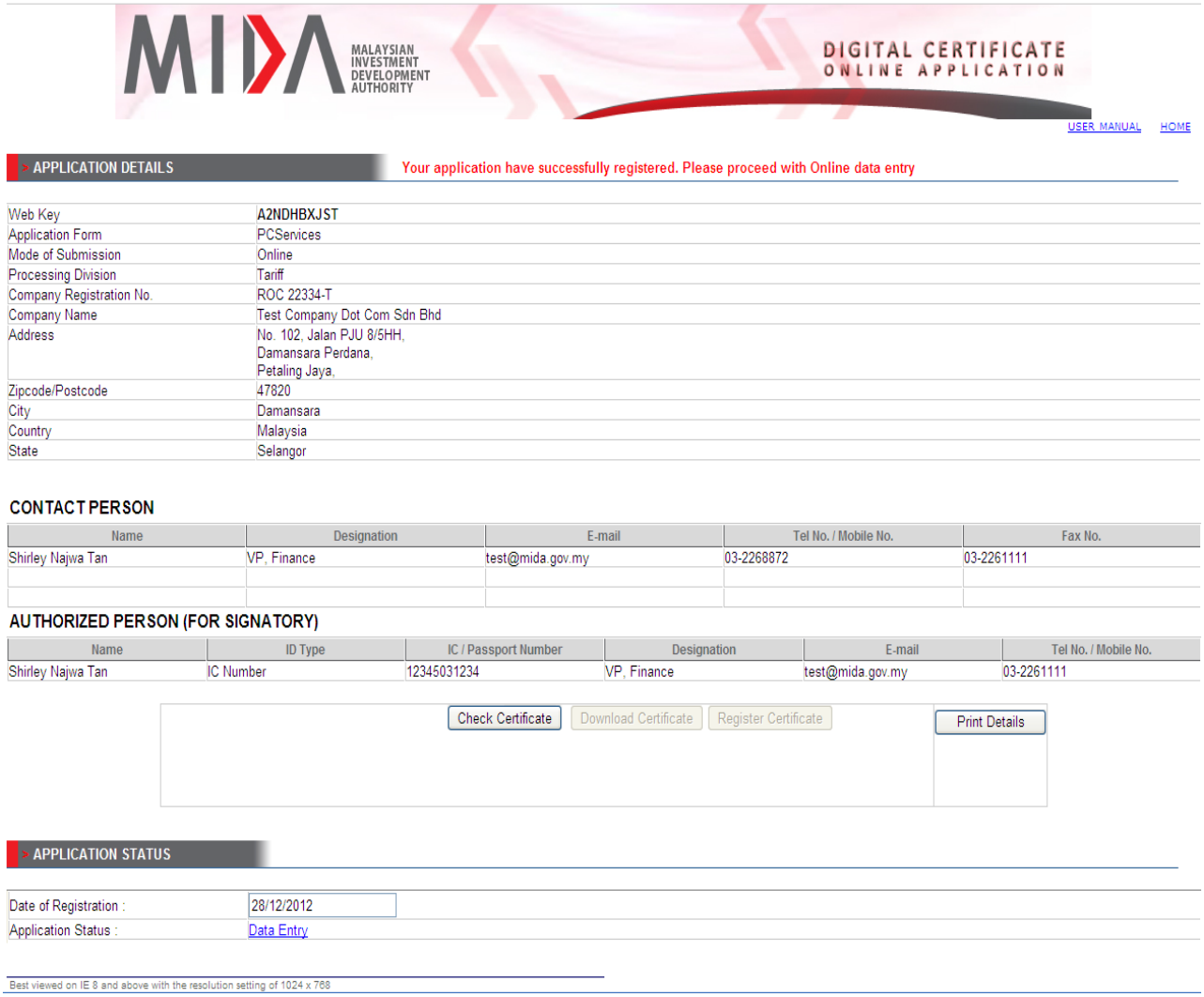
Step	Action
1.	Click on the **Already registered?** **Click Here** hyperlink to register new web-key.

Step	Action
1.	Select **company registration type** and fill in **company registration number**.
2.	Fill in **password** and click Log In button.

Step	Action
1.	Click on **Apply for New Application** tab.
2.	Select **Application Form** and **Mode of Submission**. Other information will be automatically populated.
3.	Click on the Register Web Key button to register your application web-key.

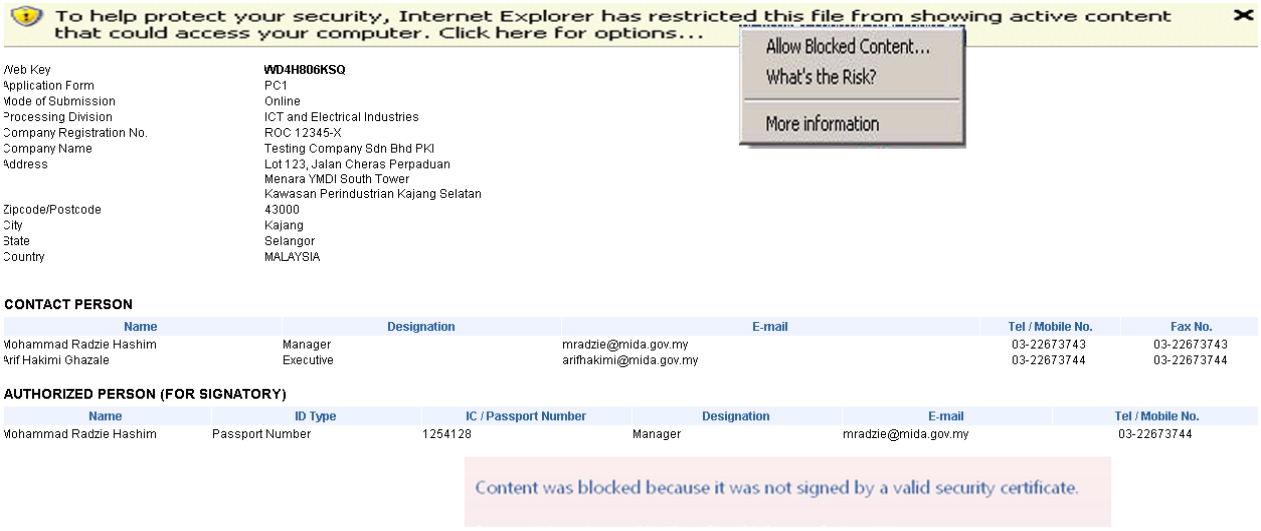
B-1-2 How to determine whether you have successfully registered

For applications using online mode, you will receive this message "**You have successfully registered. Please proceed with online data entry".** Please note on your designated web-key as indicated in the first line under *Application Details*. Each successfully registered web-key email will be sent to contact person.

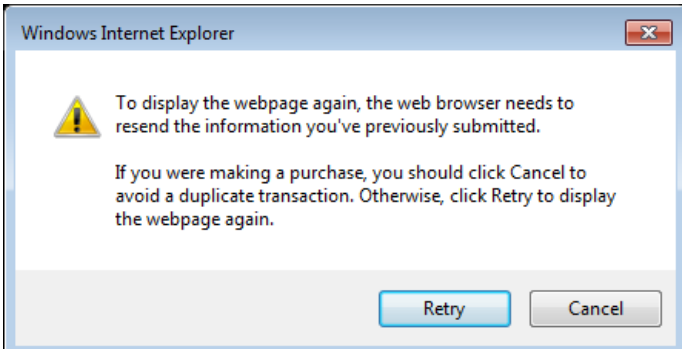

MIDA
MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
DIGITAL CERTIFICATE ONLINE APPLICATION
USER MANUAL
HOME
APPLICATION DETAILS
Your application have successfully registered. Please proceed with Online data entry
Web Key A2NDHBXJST
Application Form PCServices
Mode of Submission Online
Processing Division Tariff
Company Registration No. ROC 22334-T
Company Name Test Company Dot Com Sdn Bhd
Address No. 102, Jalan PJU 8/5HH, Damansara Perdana, Petaling Jaya,
Zipcode/Postcode 47820
City Damansara
Country Malaysia
State Selangor
CONTACT PERSON
Name Designation E-mail Tel No. / Mobile No. Fax No.
Shirley Najwa Tan VP, Finance test@mida.gov.my 03-2268872 03-2261111
AUTHORIZED PERSON (FOR SIGNATORY)
Name ID Type IC / Passport Number Designation E-mail Tel No. / Mobile No.
Shirley Najwa Tan IC Number 12345031234 VP, Finance test@mida.gov.my 03-2261111
Check Certificate
Download Certificate
Register Certificate
Print Details
APPLICATION STATUS
Date of Registration : 28/12/2012
Application Status : Data Entry
Best viewed on IE 8 and above with the resolution setting of 1024 x 768

Note: Please remember the web-key designated, if user forget/lost the web-key, it can be recovered by opening the email notification sent by the system to the authorized/contact person.

If user encounters a problem for example “Content was blocked….” as shown below, please follow the following steps.


To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options...
Allow Blocked Content...
What's the Risk?
More information
Web Key WD4H806KSQ
Application Form PC1
Mode of Submission Online
Processing Division ICT and Electrical Industries
Company Registration No. ROC 12345-X
Company Name Testing Company Sdn Bhd PKI
Address Lot 123, Jalan Cheras Perpaduan
Menara YMDI South Tower
Kawasan Perindustrian Kajang Selatan
Zipcode/Postcode 43000
City Kajang
State Selangor
Country MALAYSIA
CONTACT PERSON
Name Designation E-mail Tel / Mobile No. Fax No.
Mohammad Radzie Hashim Manager mradzie@mida.gov.my 03-22673743 03-22673743
Arif Hakimi Ghazale Executive arifhakimi@mida.gov.my 03-22673744 03-22673744
AUTHORIZED PERSON (FOR SIGNATORY)
Name ID Type IC / Passport Number Designation E-mail Tel / Mobile No.
Mohammad Radzie Hashim Passport Number 1254128 Manager mradzie@mida.gov.my 03-22673744
Content was blocked because it was not signed by a valid security certificate.

- Click on the security warning message as shown above and choose “**Allow Blocked Content**…”
- Then message appear, choose “**Retry**” then the page will be reloaded then the problem will disappear. It will shown button **Check Certificate**.


Windows Internet Explorer
To display the webpage again, the web browser needs to resend the information you've previously submitted.
If you were making a purchase, you should click Cancel to avoid a duplicate transaction. Otherwise, click Retry to display the webpage again.
Retry
Cancel

Upon successful registration, user will receive e-mails from admin@mida.gov.my on the generated web-key. Users are advised to store the web-key in a secure location for granting access to the application later.

Dear Sir/Madam,

We wish to acknowledge your request for a web key dated 27-Dec-2012.

Your designated web-key is UX6K3COSH2.
Please use this web key as a reference in all matters pertaining to this application because you are the authorized person for this application.

To proceed with the submission of your application, please login to https://jpc.online.mida.gov.my.

If you wish to register a new online application, you may use the following account information to register a new web key.

Company Registration No : ROC 21886-W
Password : cGFzc3dvcmQ=

Thank you.

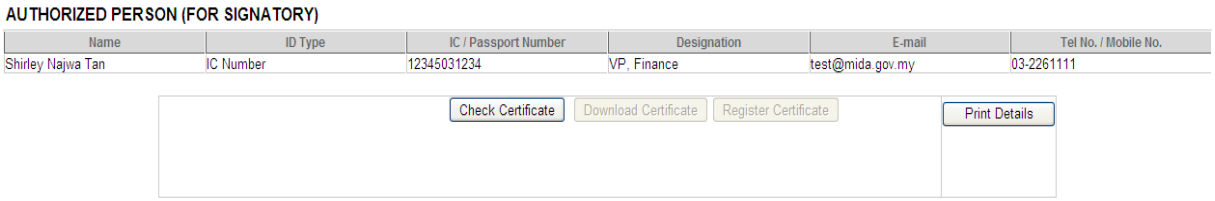
Malaysian Investment Development Authority (MIDA)
MIDA Sentral
No.5, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50470 Kuala Lumpur
Malaysia
Tel: 603 2267 3633
Fax: 603 2274 7970
Email: admin@mida.gov.my
Website: http://www.mida.gov.my

Chapter B-2 Registering Certificate

This facility is for the authorized person to register for digital certificate in order for user to digitally signed on the application. Applicant could use the digital certificate e-filling provided by LHDN. This certificate can be reused for future application since only one time registration is required. If user has already registered and download/installed certificate please skip to section data entry section.

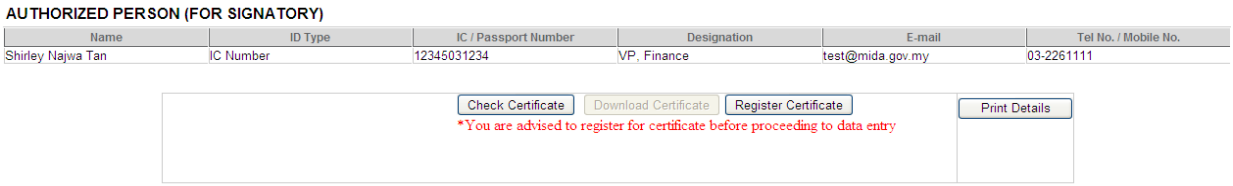
B-2-1 How to register certificate

Click on **'Check Certificate'** button. If user already has a certificate, button 'Download Certificate' will be enabled to enable user to download the certificate. If user does not have certificate then 'Register Certificate' button will enable.

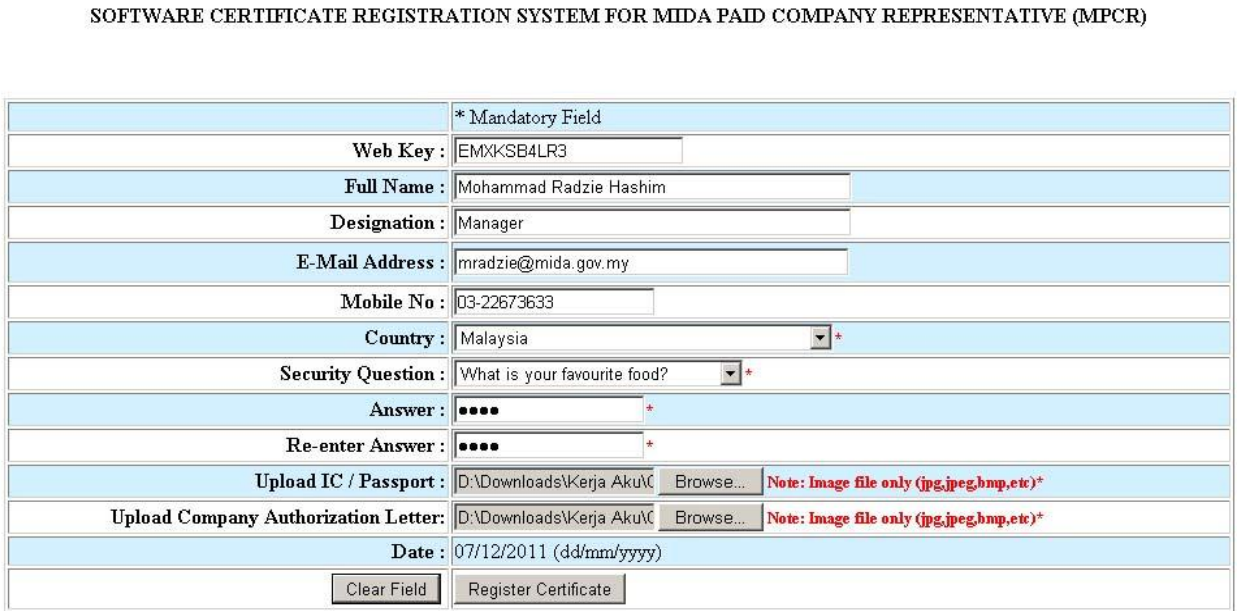


B-2-2 First Time User

Click **'Check Certificate'** button. Button 'Register Certificate' will be enabled and a pop-up message **"You are advised to register for certificate before proceeding to data entry".** Then click **'Register Certificate'** button to continue.

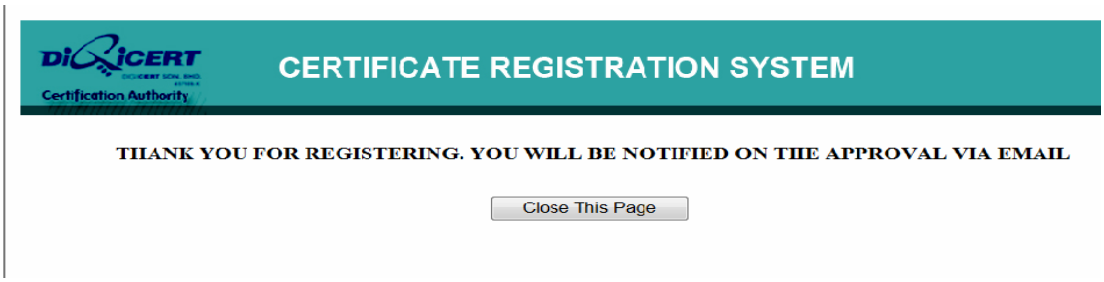


A new pop-up screen will be displayed. Mandatory fields are compulsory and marked with "*". Please continue to fill up the fields. Please scan your **IC/Passport** and **Company Authorized Letter** in "jpeg/bmp" format to be uploaded into the system. Click **"Register Certificate"** button.


SOFTWARE CERTIFICATE REGISTRATION SYSTEM FOR MIDA PAID COMPANY REPRESENTATIVE (MPCR)
* Mandatory Field
Web Key : EMXKSB4LR3
Full Name : Mohammad Radzie Hashim
Designation : Manager
E-Mail Address : mradzie@mida.gov.my
Mobile No : 03-22673633
Country : Malaysia *
Security Question : What is your favourite food? *
Answer : *
Re-enter Answer : *
Upload IC / Passport : Browse... Note: Image file only (jpg,jpeg,bmp,etc)*
Upload Company Authorization Letter: Browse... Note: Image file only (jpg,jpeg,bmp,etc)*
Date : 07/12/2011 (dd/mm/yyyy)
Clear Field
Register Certificate

Note: IC/Passport and Company Authorization Letter are referring to the person in-charge and entitled to authorize the application on behalf of the company. The content of the letter should include among others designated name, IC/Passport number and job position using company's letterhead.

Once registration is completed, you will receive the following message. Click **'Close This Page'** button.


DiGiCERT
Certification Authority
CERTIFICATE REGISTRATION SYSTEM
THANK YOU FOR REGISTERING. YOU WILL BE NOTIFIED ON THE APPROVAL VIA EMAIL
Close This Page

You will receive e-mail from Digicert Sdn Bhd. Sample e-mail as follow:

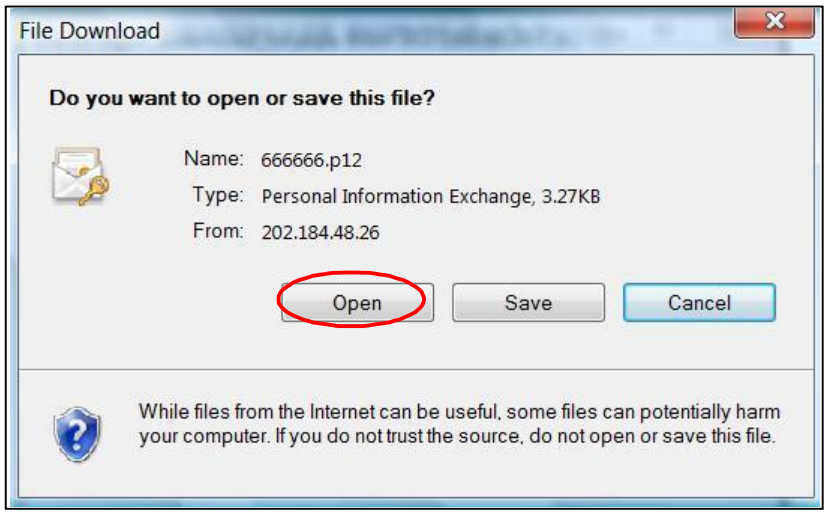
Note: The first link will direct you to the download page whilst the second link will route you to get the password for certificate installation. Normally it will take a minimum of three (3) working days for the certificate to be created and the contact person will be informed through email once the certificate has been created. While waiting for the certificate, user can proceed to data entry section to key-in all information needed.

B-2-3 Registered User

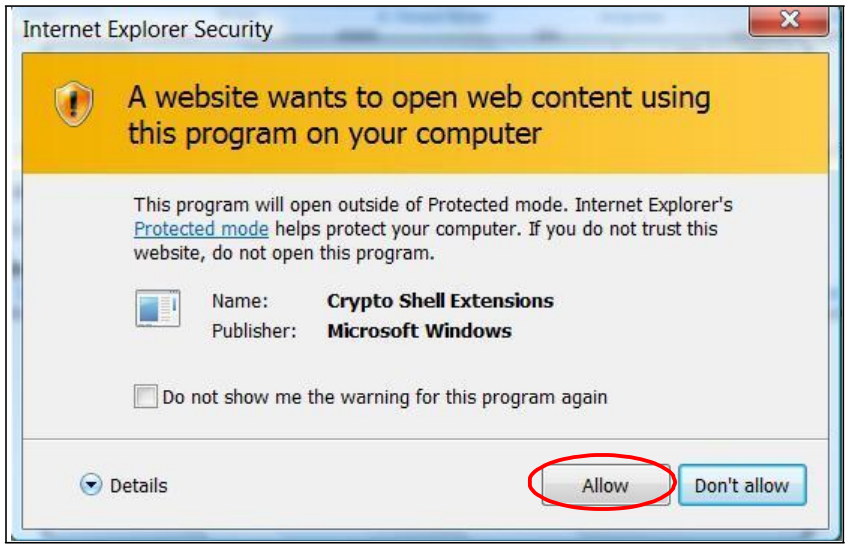
Click '**Check Certificate**' button. Button '**Download Certificate**' will be enabled then click '**Download Certificate**' button to continue. If user have downloaded and installed the certificate, please proceed to data entry section. Else, please click '**Download Certificate**' button. Please select your security question and answer your security question. Click **'Submit'** button.

Note: If user forgets the security question and security answer please email to admin@mida.gov.my and request to reset the password.

This pop-up window will appear. Click **'Open'.**

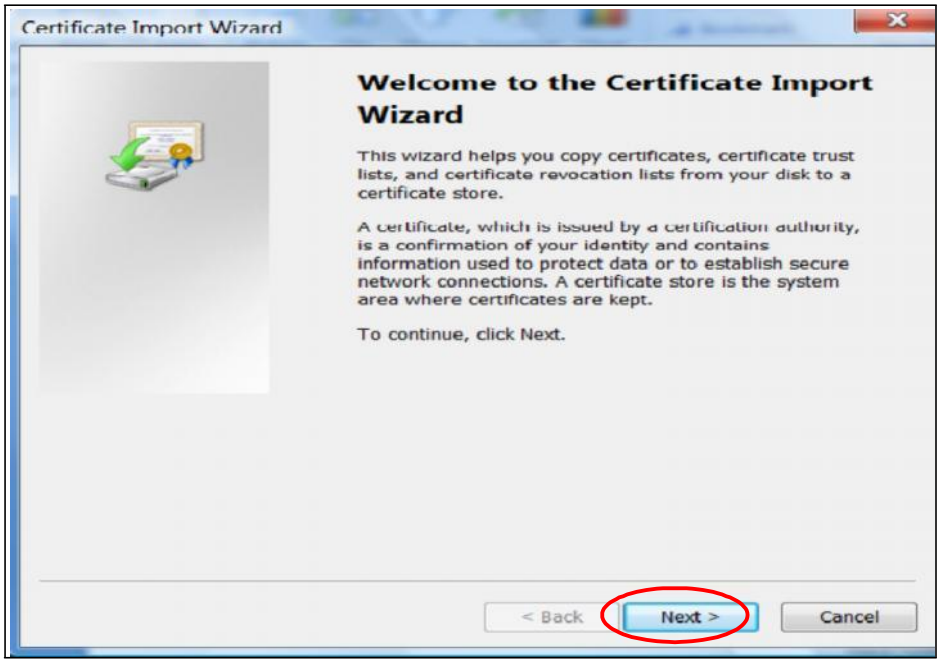

File Download
Do you want to open or save this file?
Name: 666666.p12
Type: Personal Information Exchange, 3.27KB
From: 202.184.48.26
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Click '**Allow**'

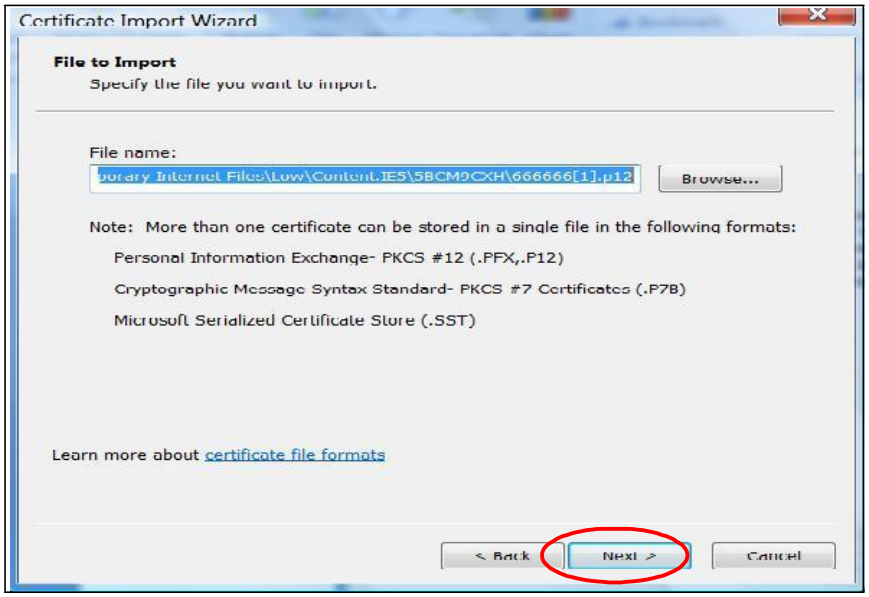

Internet Explorer Security
A website wants to open web content using this program on your computer
This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.
Name: Crypto Shell Extensions
Publisher: Microsoft Windows
Do not show me the warning for this program again
Details
Allow
Don't allow

Note: If none of the sample image shown, please proceed to next step. Each user might have different experience due to PC/Notebook Windows operating system type (i.e Windows XP / Windows Vista / Windows 7/ latest Windows).

Click **'Next'.**

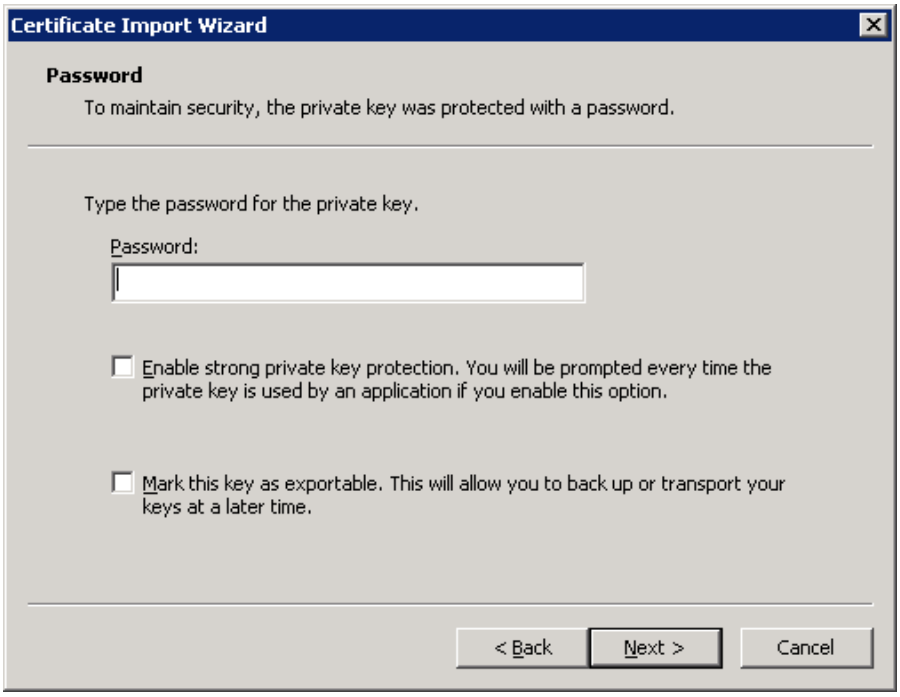

Certificate Import Wizard
Welcome to the Certificate Import Wizard
This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.
A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.
To continue, click Next.
< Back
Next >
Cancel

Click **'Next'.**

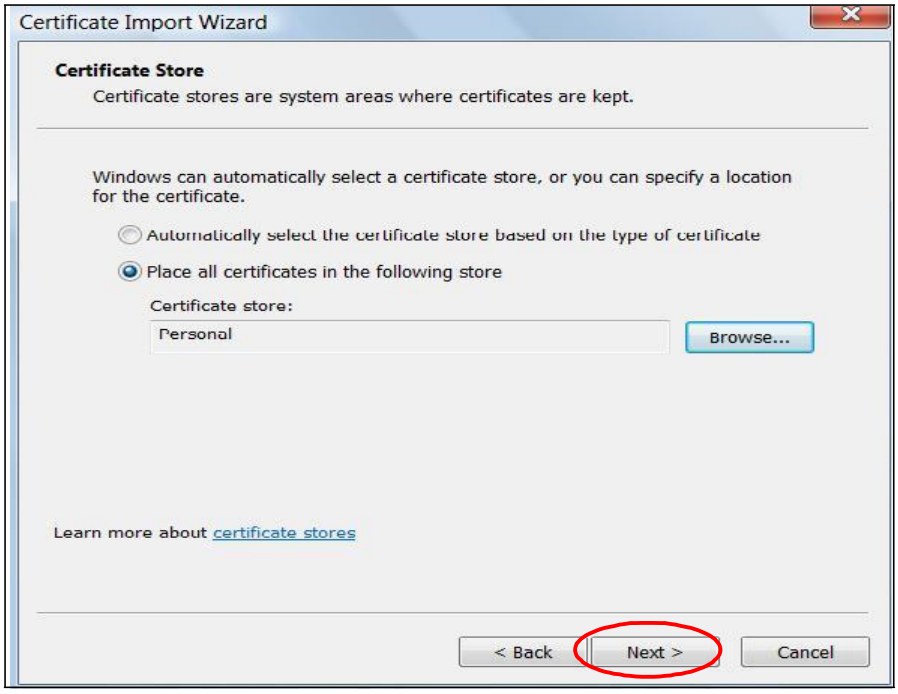

Certificate Import Wizard
File to Import
Specify the file you want to import.
File name:
porary Internet Files\Low\Content.IE5\5BCM9CXH\666666[1].p12
Browse...
Note: More than one certificate can be stored in a single file in the following formats:
Personal Information Exchange- PKCS #12 (.PFX,.P12)
Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)
Microsoft Serialized Certificate Store (.SST)
Learn more about certificate file formats
< Back
Next >
Cancel

Note: If none of the sample image shown, please proceed to next step. Each user might have different experience due to PC/Notebook Windows operating system type (i.e Windows XP / Windows Vista / Windows 7/ latest Windows).

Enter your **certificate password** (refer to email from CRS MIDA). Click **'Next'.**

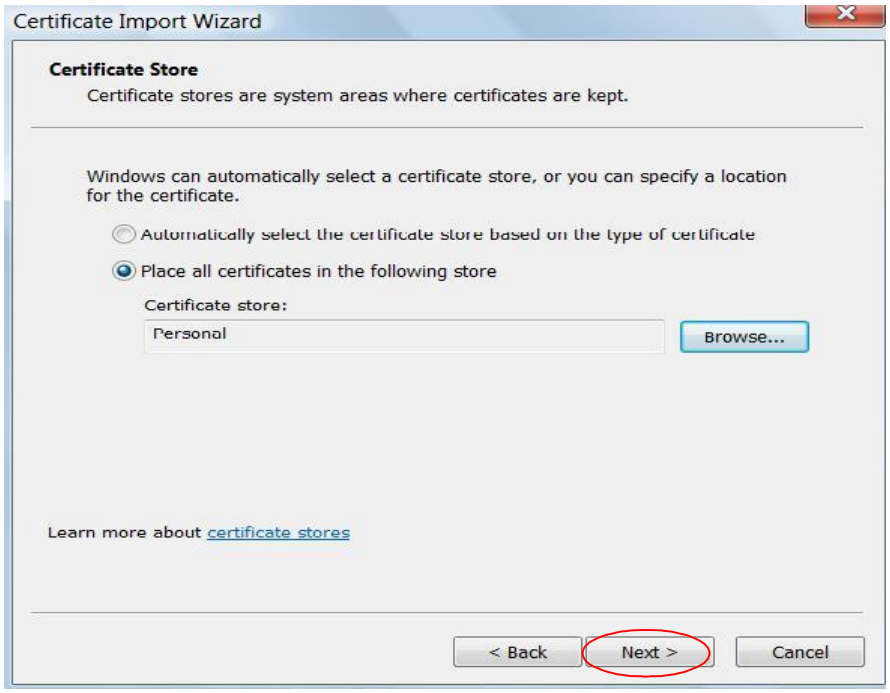

Certificate Import Wizard
Password
To maintain security, the private key was protected with a password.
Type the password for the private key.
Password:
Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.
Mark this key as exportable. This will allow you to back up or transport your keys at a later time.
< Back
Next >
Cancel

Click **'Next'.**

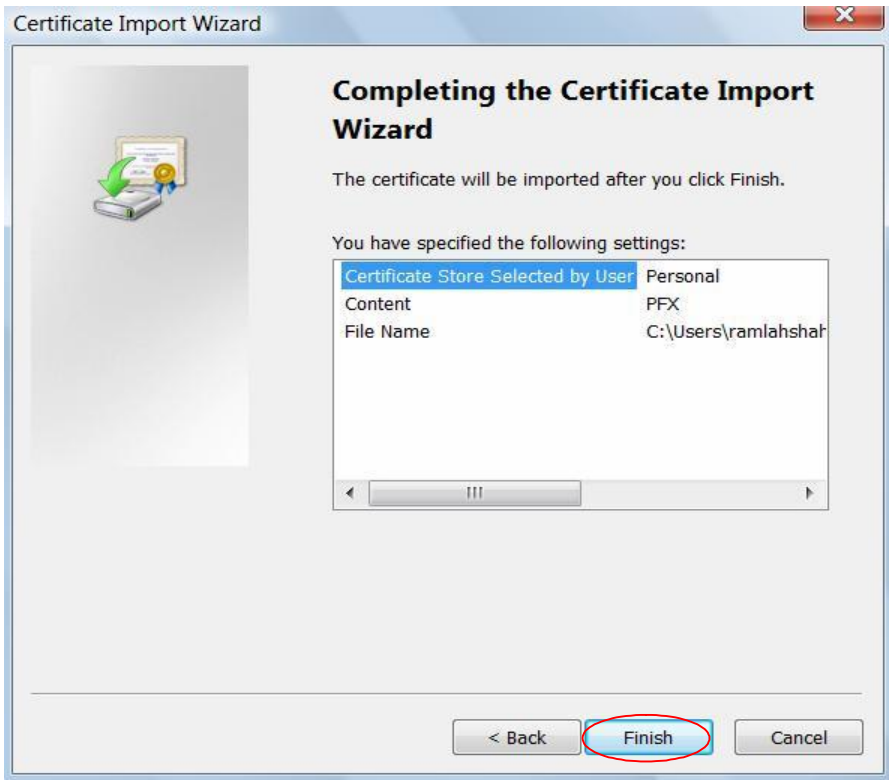

Certificate Import Wizard
Certificate Store
Certificate stores are system areas where certificates are kept.
Windows can automatically select a certificate store, or you can specify a location for the certificate.
Automatically select the certificate store based on the type of certificate
Place all certificates in the following store
Certificate store:
Personal
Browse...
Learn more about certificate stores
< Back
Next >
Cancel

Note: If user forgets the security question and security answer please email to admin@mida.gov.my and request the password.

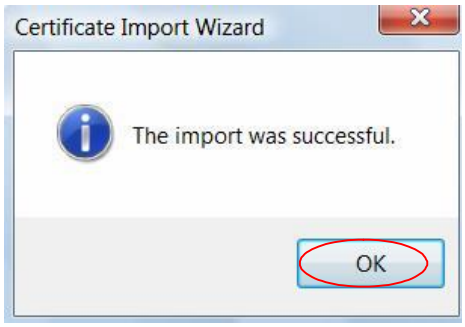
Click **'Next'.**


Certificate Import Wizard
Certificate Store
Certificate stores are system areas where certificates are kept.
Windows can automatically select a certificate store, or you can specify a location for the certificate.
Automatically select the certificate store based on the type of certificate
Place all certificates in the following store
Certificate store:
Personal
Browse...
Learn more about certificate stores
< Back
Next >
Cancel

Click **'Finished'.**



Click **'OK'.**



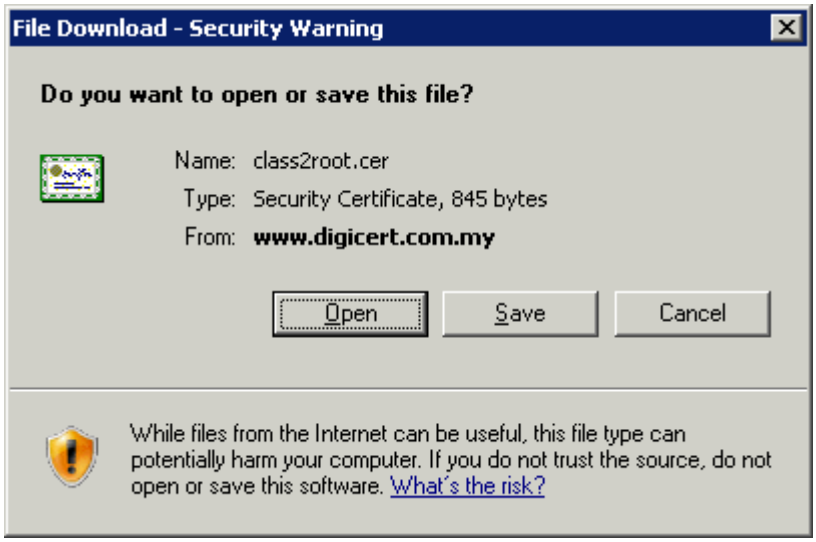
Upon successfully installed the certificate, please continue to next step.

1. Go to this link

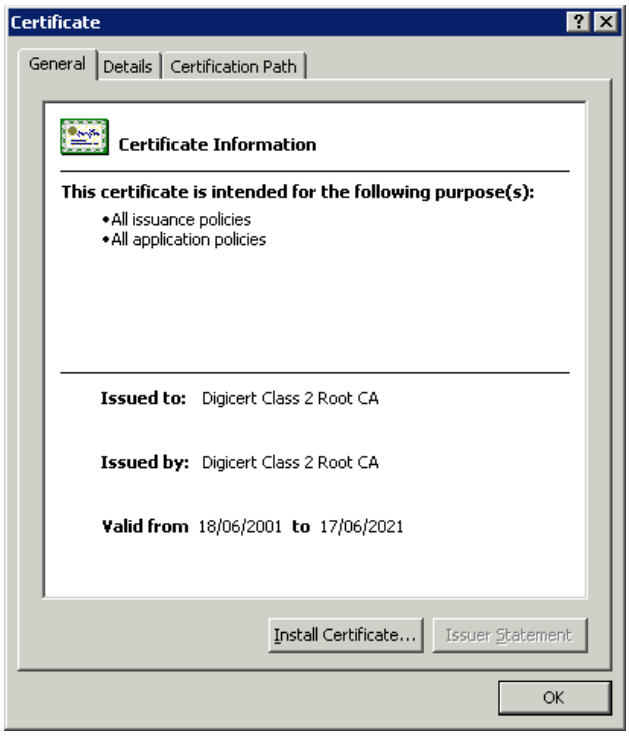
http://www.digicert.com.my/download/class2root.cer

Click on the link or copy and paste on the Internet Explorer URL address.

Click '**Open'**

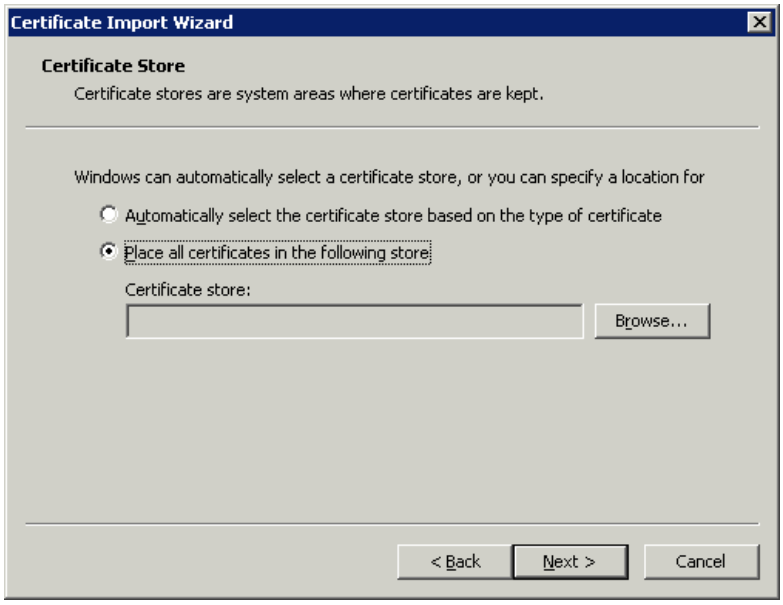

File Download - Security Warning
Do you want to open or save this file?
Name: class2root.cer
Type: Security Certificate, 845 bytes
From: www.digicert.com.my
Open
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?

Then click **“install certificate”**



Choose **second option “Place all certificate in the following store”**

Click **browse** button


Certificate Import Wizard
Certificate Store
Certificate stores are system areas where certificates are kept.
Windows can automatically select a certificate store, or you can specify a location for
Automatically select the certificate store based on the type of certificate
Place all certificates in the following store
Certificate store:
Browse...
< Back
Next >
Cancel

Choose “Trusted Root Certificates Authorities” folder then click OK,

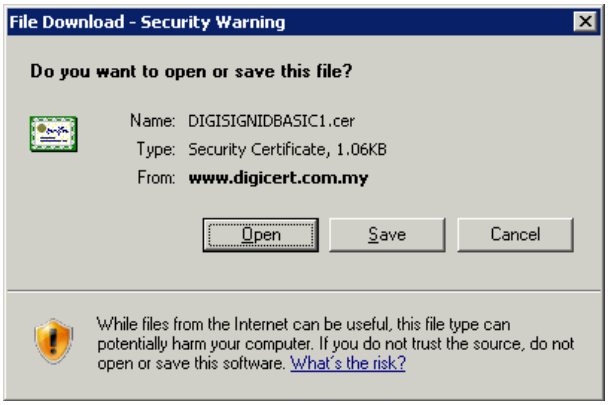
Then continue to click “**next**” until finished.

Click “**yes**” to any pop-up message that appears.

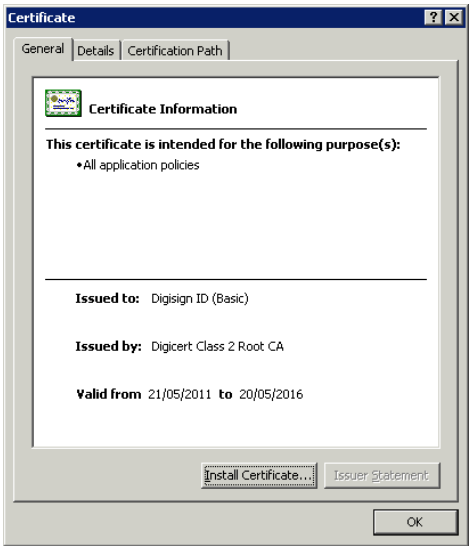
2. Go to this link

http://www.digicert.com.my/download/DIGISIGNIDBASIC1.cer

Click "**open**"


File Download - Security Warning
Do you want to open or save this file?
Name: DIGISIGNIDBASIC1.cer
Type: Security Certificate, 1.06KB
From: www.digicert.com.my
Open
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?

Then click **"install certificate"**



Click "**next**" button until finished.

Note: Each user PC Desktop/Laptop must be installed with 3 certificates; (i) User Digital Certificate (in .p12 format), (ii) Class 2 root CA and (iii) Digisign ID Basic. If user wants to access MIDA Online application using different PC Desktop/Laptop, then user has to go through the installation again (3 files certificate installation). Without the certificates, user can only perform data entry, thus can't submit the application to MIDA. Only PC Desktop/Laptop that have certificate installed can submit the application. If user has trouble in the certificates installations please email admin@mida.gov.my for further detail.

Chapter B-3 Signing In

B-3-1 How to sign in

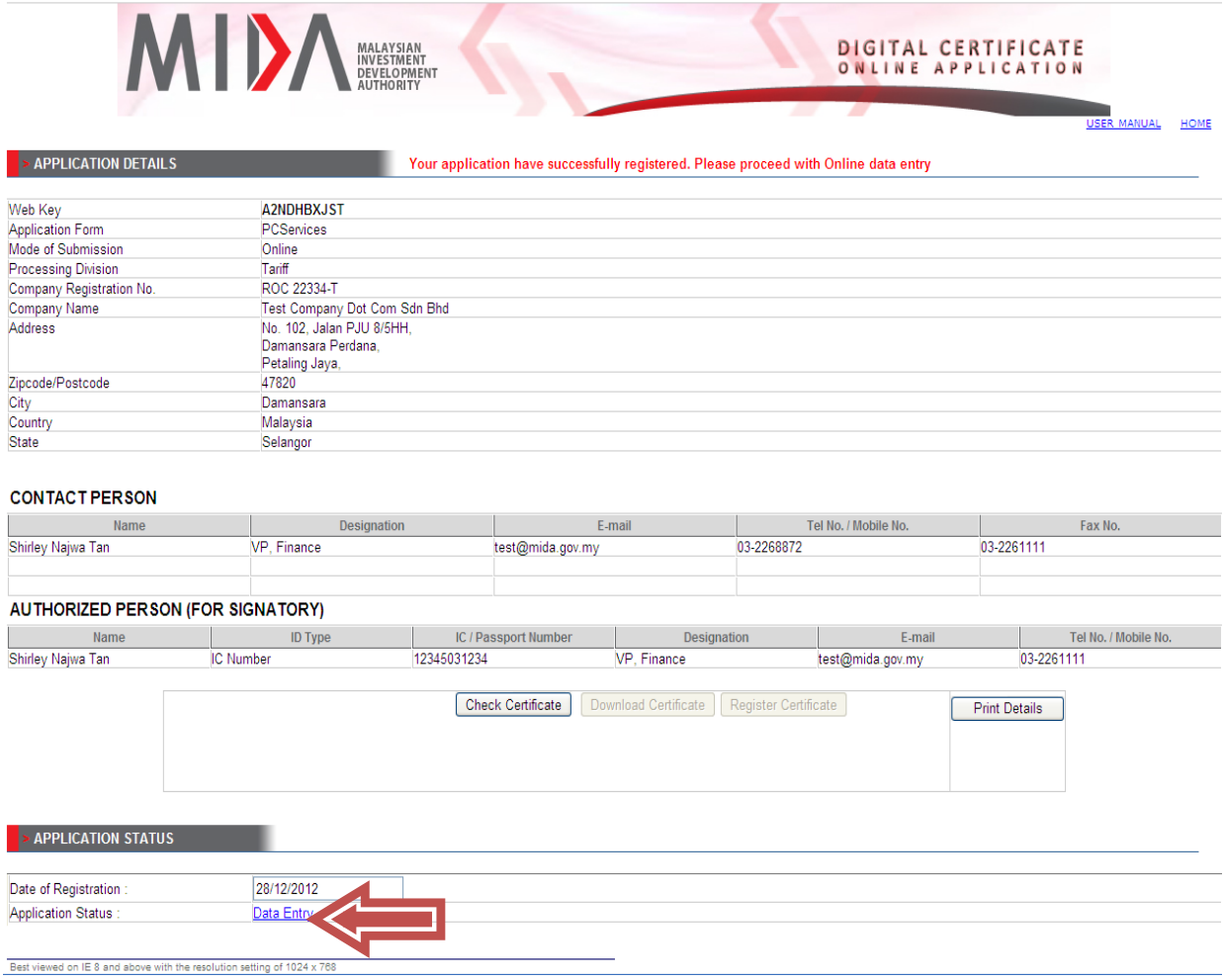
Go to **https://jpc.online.mida.gov.my** users are advised to use Internet Explorer browser due to compatibility issue of the system.

Step	Action
1.	Fill in your web-key and in the field box if user has registered web-key.
2.	Click on the Log In button to access the application after fill in web-key.

Chapter B-4 Data Entry

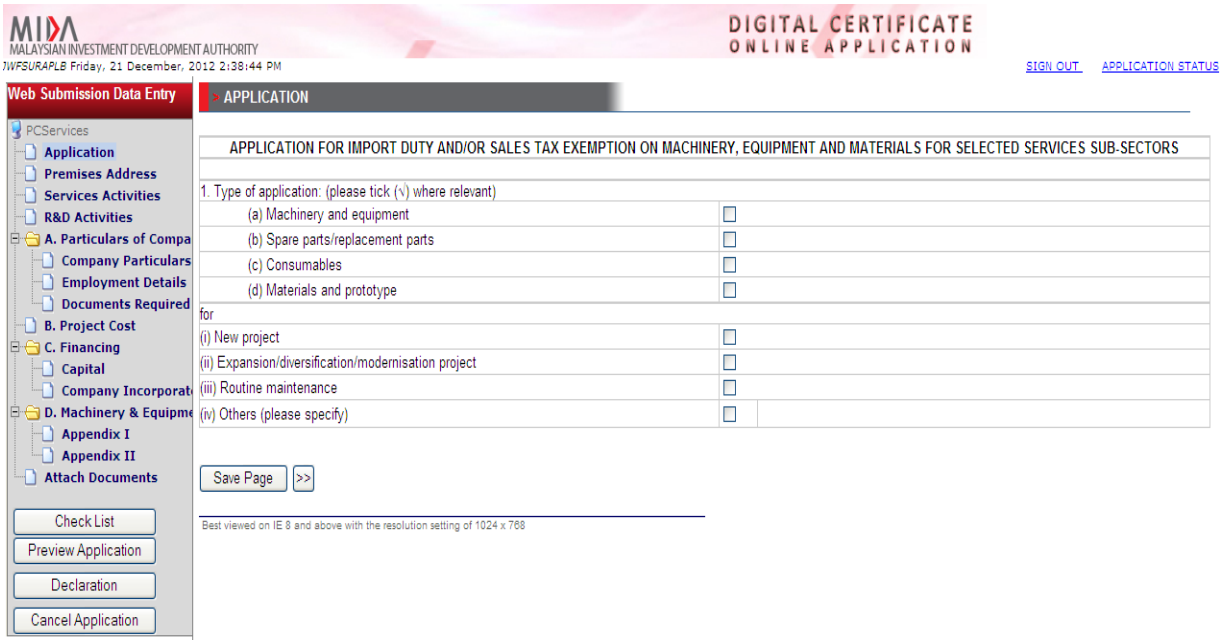
Once you have registered your web-key, you are now ready to enter data. For online applications, data is entered in an online form.

B-4-1 How to enter data


MIDA
MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
DIGITAL CERTIFICATE
ONLINE APPLICATION
USER MANUAL
HOME
APPLICATION DETAILS
Your application have successfully registered. Please proceed with Online data entry
Web Key A2NDHBXJST
Application Form PCServices
Mode of Submission Online
Processing Division Tariff
Company Registration No. ROC 22334-T
Company Name Test Company Dot Com Sdn Bhd
Address No. 102, Jalan PJU 8/5HH, Damansara Perdana, Petaling Jaya,
Zipcode/Postcode 47820
City Damansara
Country Malaysia
State Selangor
CONTACT PERSON
Name Designation E-mail Tel No. / Mobile No. Fax No.
Shirley Najwa Tan VP, Finance test@mida.gov.my 03-2268872 03-2261111
AUTHORIZED PERSON (FOR SIGNATORY)
Name ID Type IC / Passport Number Designation E-mail Tel No. / Mobile No.
Shirley Najwa Tan IC Number 12345031234 VP, Finance test@mida.gov.my 03-2261111
Check Certificate
Download Certificate
Register Certificate
Print Details
APPLICATION STATUS
Date of Registration : 28/12/2012
Application Status : Data Entry
Best viewed on IE 8 and above with the resolution setting of 1024 x 768

Step	Action
1.	Click on Data Entry link to start entering data.

This is what the online form looks like, with the navigation menu on the left-hand side, and the corresponding data entry page on the right-hand side.

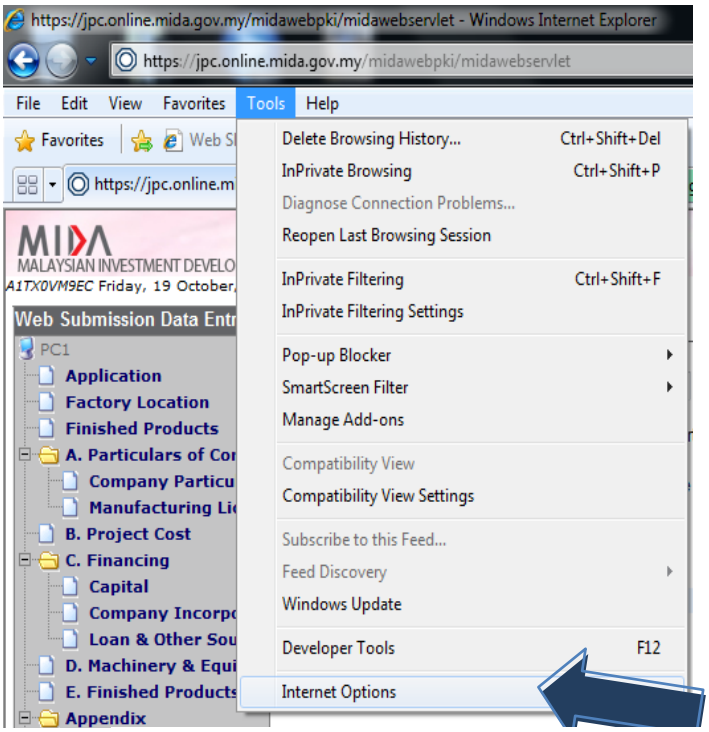


Note: Please refer to the relevant from user manual at User Guide Link to find help on entering data into your selected application form.

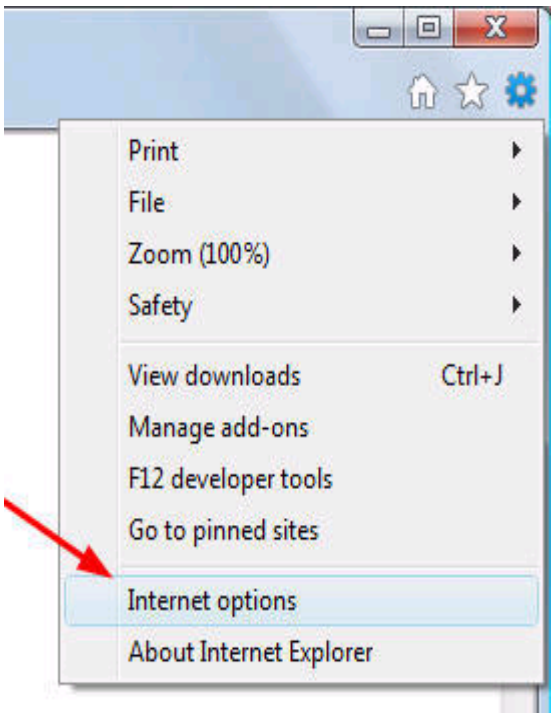
Before user proceed to declaration page to sign and submit the application please follow this instruction. This step is to prevent user from get the security CAPICOM message by Microsoft product.

First time user setting Internet Option (Only works with IE version 9 and below)

- **Go to Tools - Internet Option**

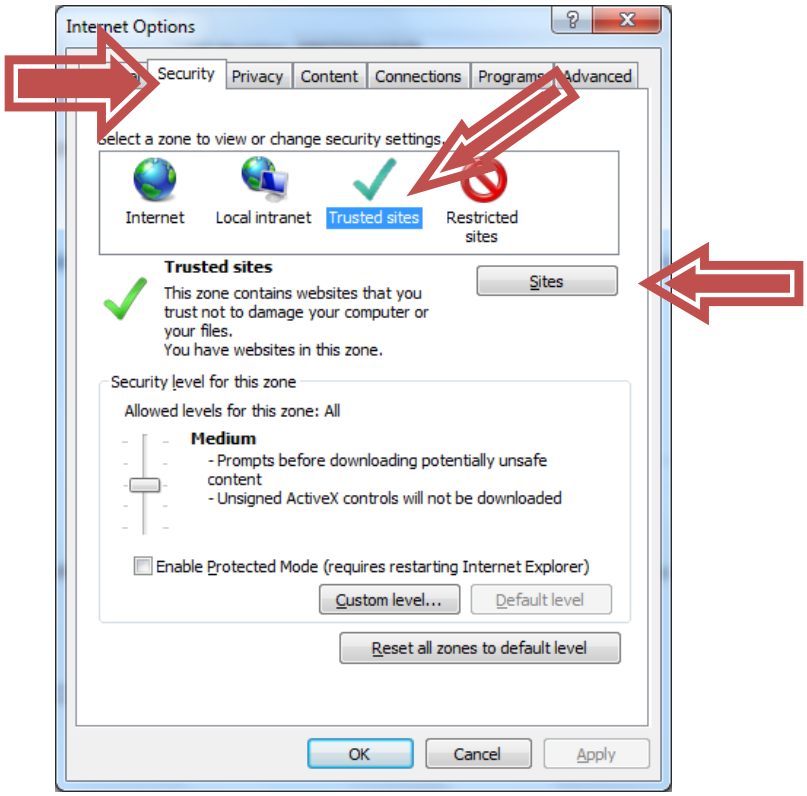


Old Version Internet Explorer

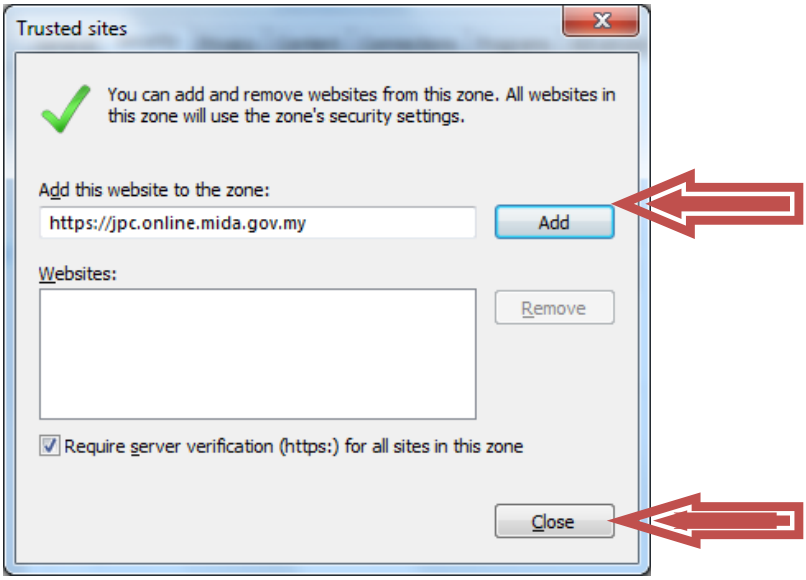


Latest Version Internet Explorer

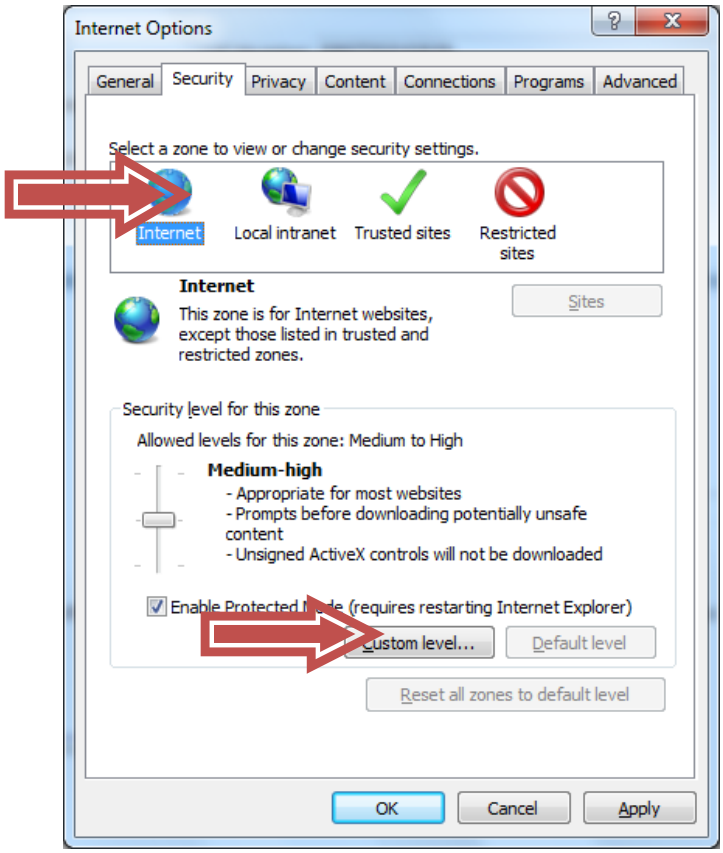
- **Go to Security tab**
- **Choose Trusted sites**
- **Click Sites**



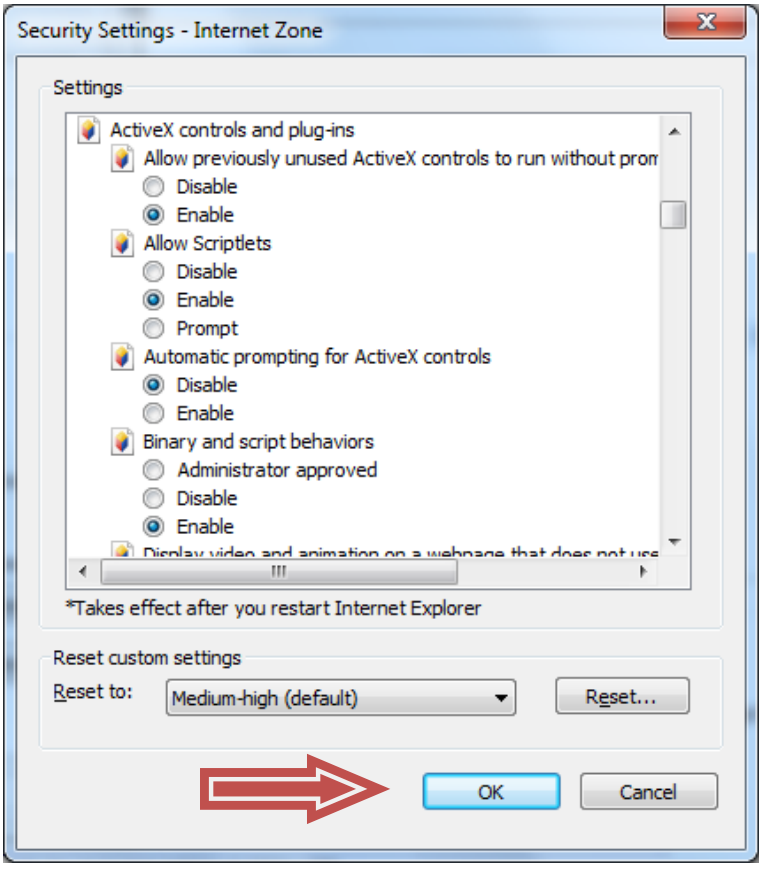
- **Click Add**
- **Click Close**


Trusted sites
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
Add this website to the zone:
https://jpc.online.mida.gov.my
Add
Websites:
Remove
Require server verification (https:) for all sites in this zone
Close

- **Now Choose Internet**
- **Click Custom Level**



- **Scroll down to ActiveX section then follow exactly as stated below**
- **Allow previously unused ActiveX controls to run without prompt: set to Enable**
- **Allow Script lets: set to Enable**
- **Automatic prompting for ActiveX controls: set to Disable**
- **Binary and Script behaviors: set to Enable**
- **Display video and animation on a webpage that does not use external media player: set to Disable**
- **Download Signed ActiveX controls: set to Prompt**
- **Download unsigned ActiveX controls: set to Prompt**
- **Initialize and script ActiveX controls not marked as safe for scripting: Prompt**
- **Run ActiveX controls and plug-in set to Enable**
- **Script ActiveX controls marked safe for scripting: set to Enable**

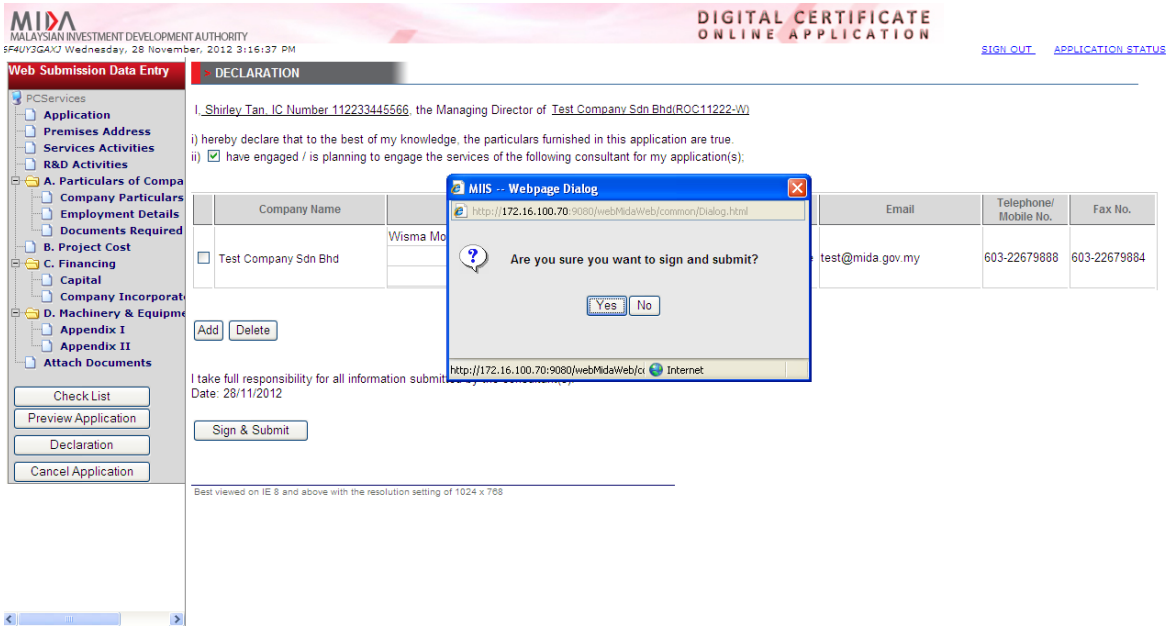


- **Click Ok**
- **Click Apply**
- **Close and re-open Internet Explorer**
- **Go to https://jpc.online.mida.gov.my**
- **Sign in using web key given, click data entry, click declaration button and try submitting the application**.

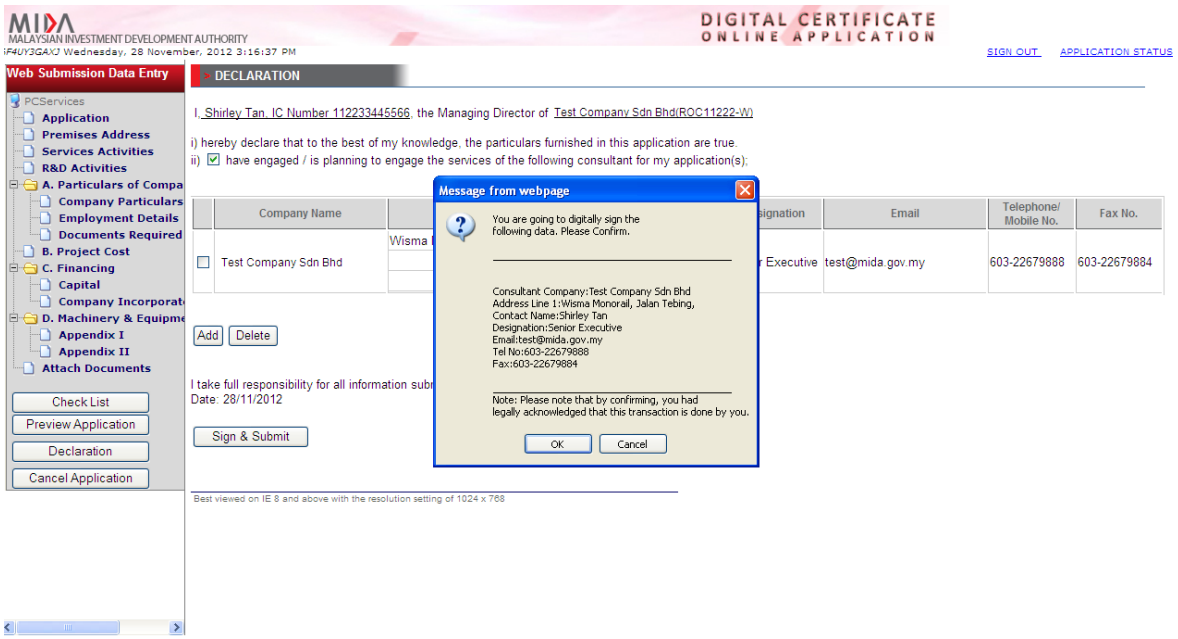
B-4-2How to submit the application

Once you have completed entering data, you are now ready to submit the application. Please be advised that when the application has been submitted, you will not be able to amend the information. However, you can still view the form that you have submitted (in PDF format).

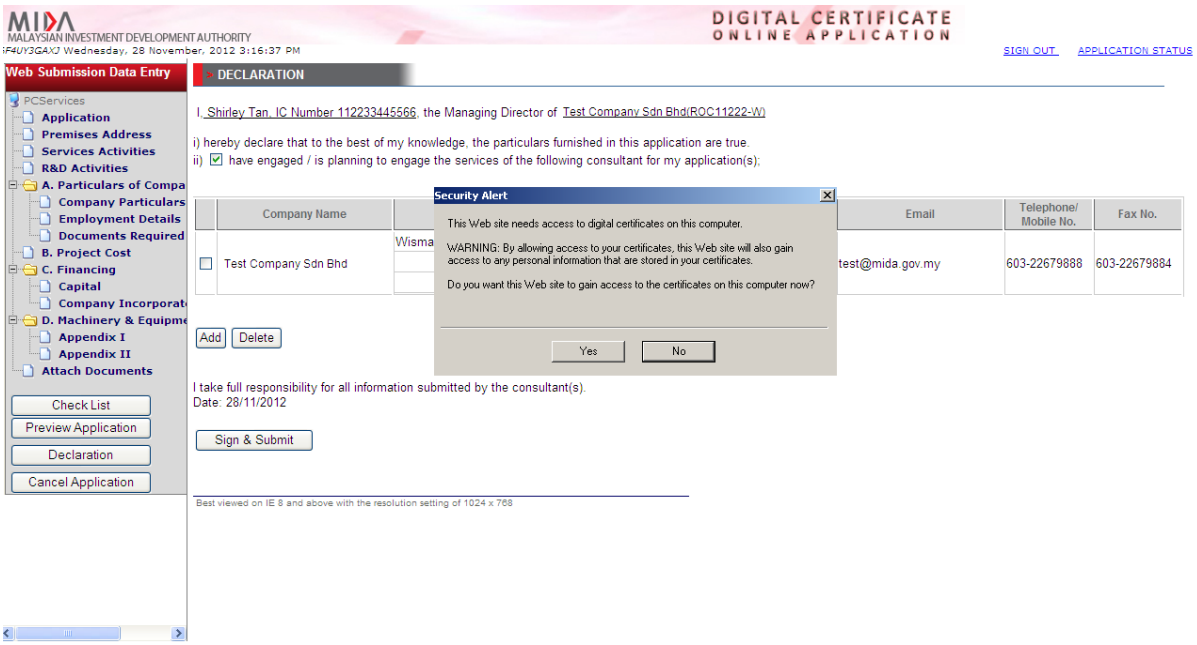
Step	Action
1	Tick the “have engaged / is planning to engage the services …” to fill in Company Name, Address, Contact Person, Designation, Email, Telephone/Mobile No., Fax
2	Click on the Declaration button.



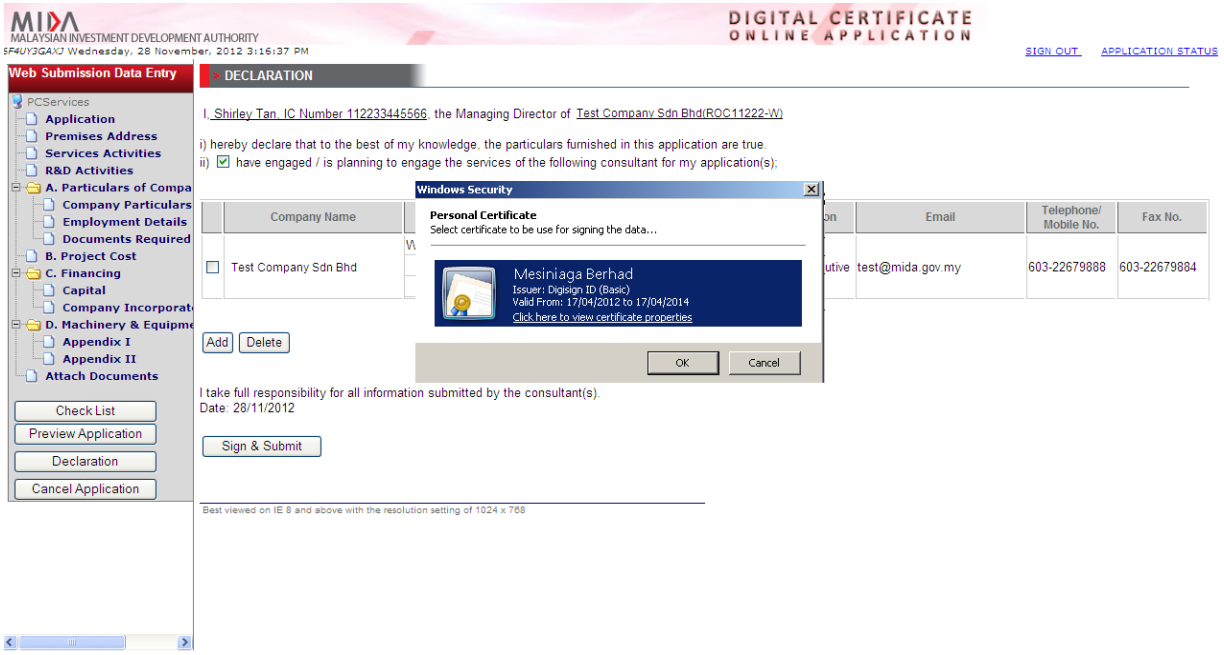
Step	Action
4	Click on the Yes button to submit or click on the No button to cancel.



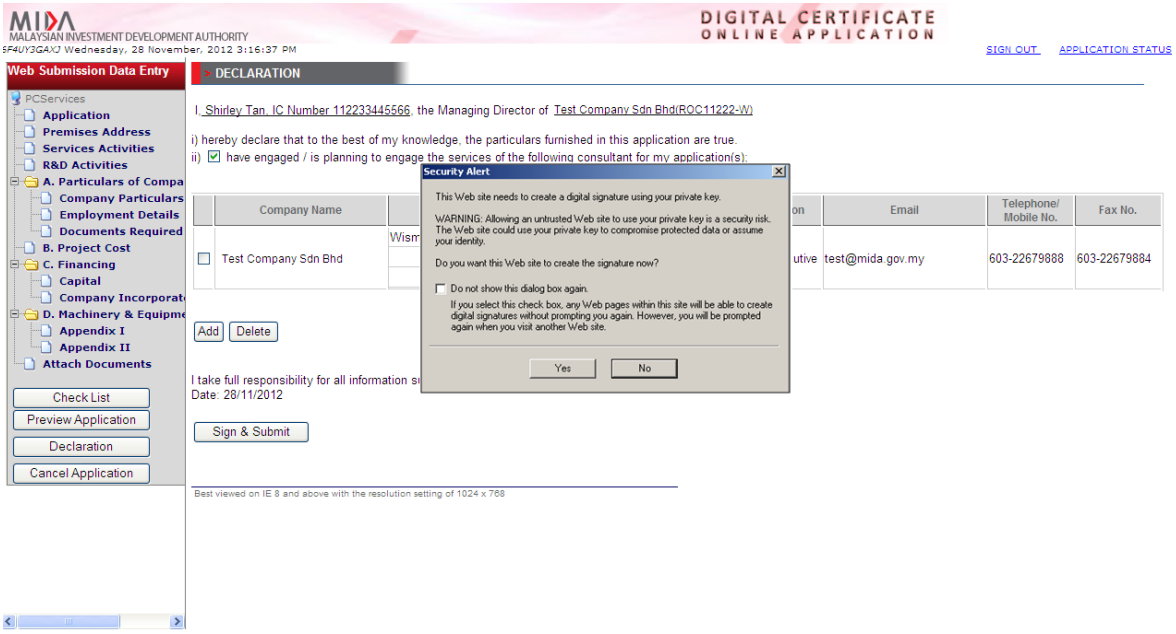
Step	Action
5	Click on the OK button to proceed or click on the Cancel button to cancel.


MIDA
MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
DIGITAL CERTIFICATE ONLINE APPLICATION
Wednesday, 28 November, 2012 3:16:37 PM
SIGN OUT
APPLICATION STATUS
Web Submission Data Entry
PCServices
Application
Premises Address
Services Activities
R&D Activities
A. Particulars of Compa
Company Particulars
Employment Details
Documents Required
B. Project Cost
C. Financing
Capital
Company Incorporat
D. Machinery & Equipme
Appendix I
Appendix II
Attach Documents
Check List
Preview Application
Declaration
Cancel Application
DECLARATION
I, Shirley Tan, IC Number 112233445566, the Managing Director of Test Company Sdn Bhd(ROC11222-W)
i) hereby declare that to the best of my knowledge, the particulars furnished in this application are true.
ii) have engaged / is planning to engage the services of the following consultant for my application(s);
Company Name
Email
Telephone/ Mobile No.
Fax No.
Test Company Sdn Bhd
test@mida.gov.my
603-22679888
603-22679884
Add
Delete
Security Alert
This Web site needs access to digital certificates on this computer.
WARNING: By allowing access to your certificates, this Web site will also gain access to any personal information that are stored in your certificates.
Do you want this Web site to gain access to the certificates on this computer now?
Yes
No
I take full responsibility for all information submitted by the consultant(s).
Date: 28/11/2012
Sign & Submit
Best viewed on IE 8 and above with the resolution setting of 1024 x 768

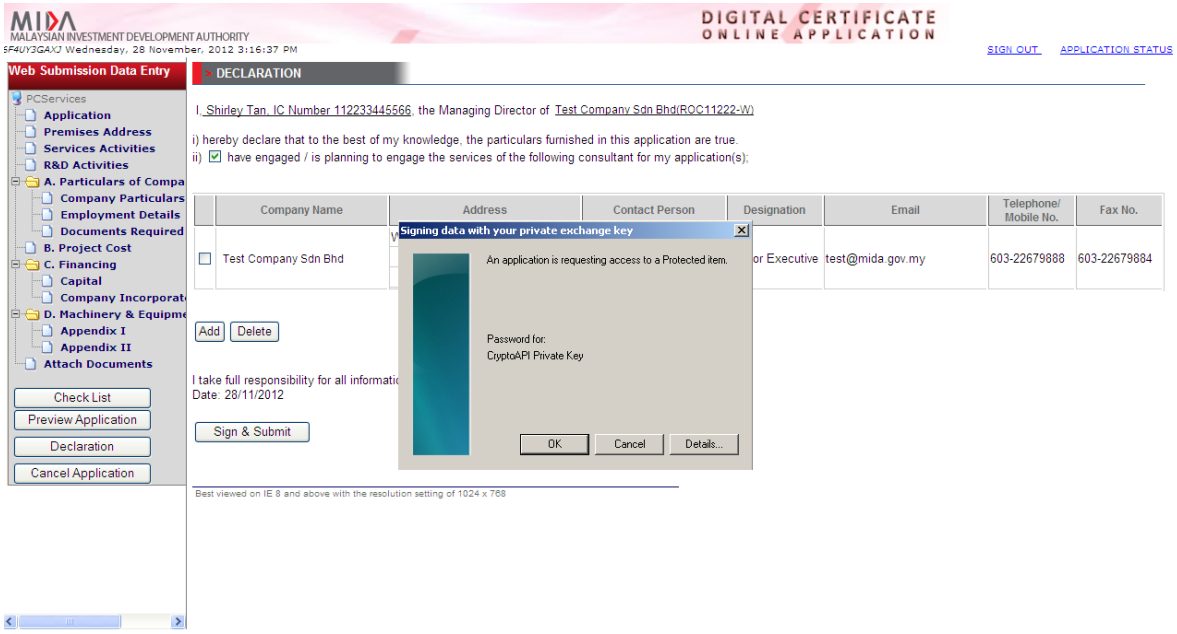
Step	Action
6	Click on the OK button to proceed or click the No to cancel.



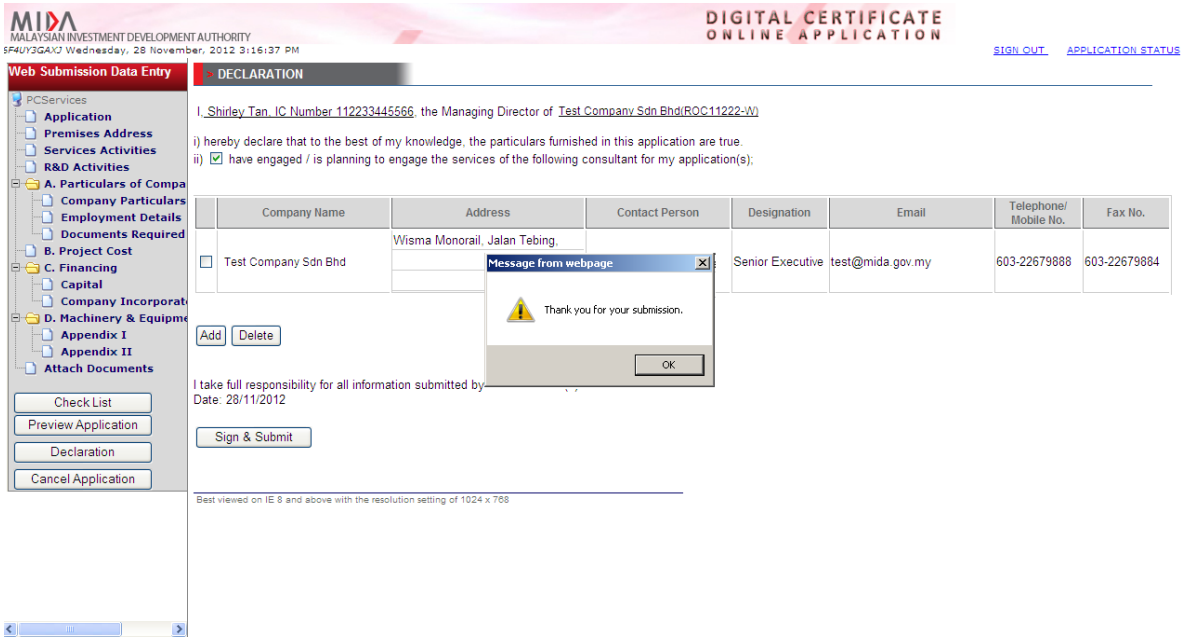
Step	Action
7	Select your Certificate then click OK button to proceed or click Cancel button to cancel.
8	Double Click on the certificate to view the certificate details.


MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
DIGITAL CERTIFICATE ONLINE APPLICATION
Wednesday, 28 November, 2012 3:16:37 PM
SIGN OUT
APPLICATION STATUS
Web Submission Data Entry
DECLARATION
PCServices
Application
Premises Address
Services Activities
R&D Activities
A. Particulars of Compa
Company Particulars
Employment Details
Documents Required
B. Project Cost
C. Financing
Capital
Company Incorporat
D. Machinery & Equipme
Appendix I
Appendix II
Attach Documents
Check List
Preview Application
Declaration
Cancel Application
I, Shirley Tan, IC Number 112233445566, the Managing Director of Test Company Sdn Bhd(ROC11222-W)
i) hereby declare that to the best of my knowledge, the particulars furnished in this application are true.
ii) have engaged / is planning to engage the services of the following consultant for my application(s):
Company Name
Email
Telephone/ Mobile No.
Fax No.
Test Company Sdn Bhd
test@mida.gov.my
603-22679888
603-22679884
Add
Delete
I take full responsibility for all information s
Date: 28/11/2012
Sign & Submit
Best viewed on IE 8 and above with the resolution setting of 1024 x 768
Security Alert
This Web site needs to create a digital signature using your private key.
WARNING: Allowing an untrusted Web site to use your private key is a security risk. The Web site could use your private key to compromise protected data or assume your identity.
Do you want this Web site to create the signature now?
Do not show this dialog box again.
If you select this check box, any Web pages within this site will be able to create digital signatures without prompting you again. However, you will be prompted again when you visit another Web site.
Yes
No

Step	Action
9	Click on the Yes button to proceed or click on the No button to cancel.

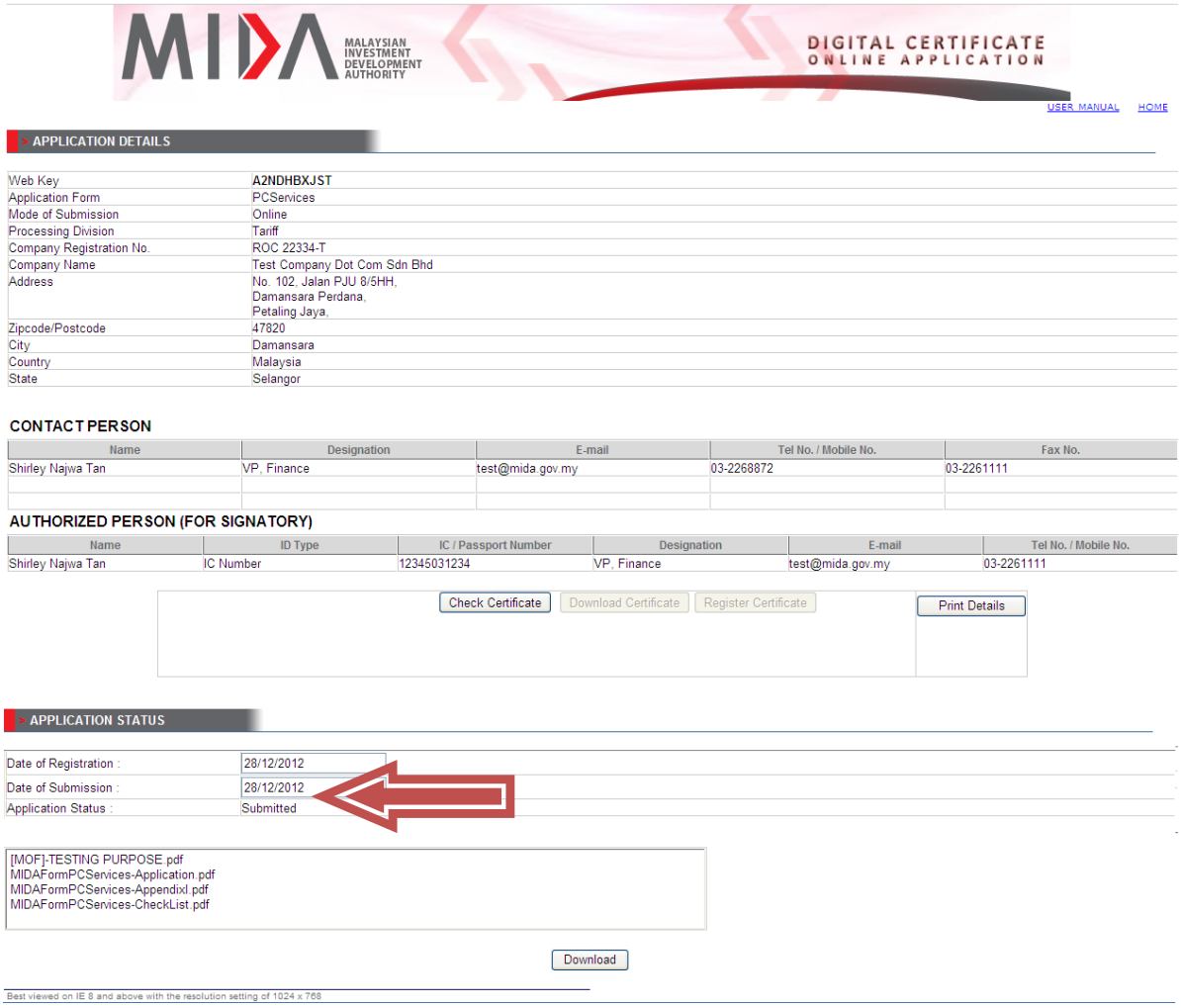


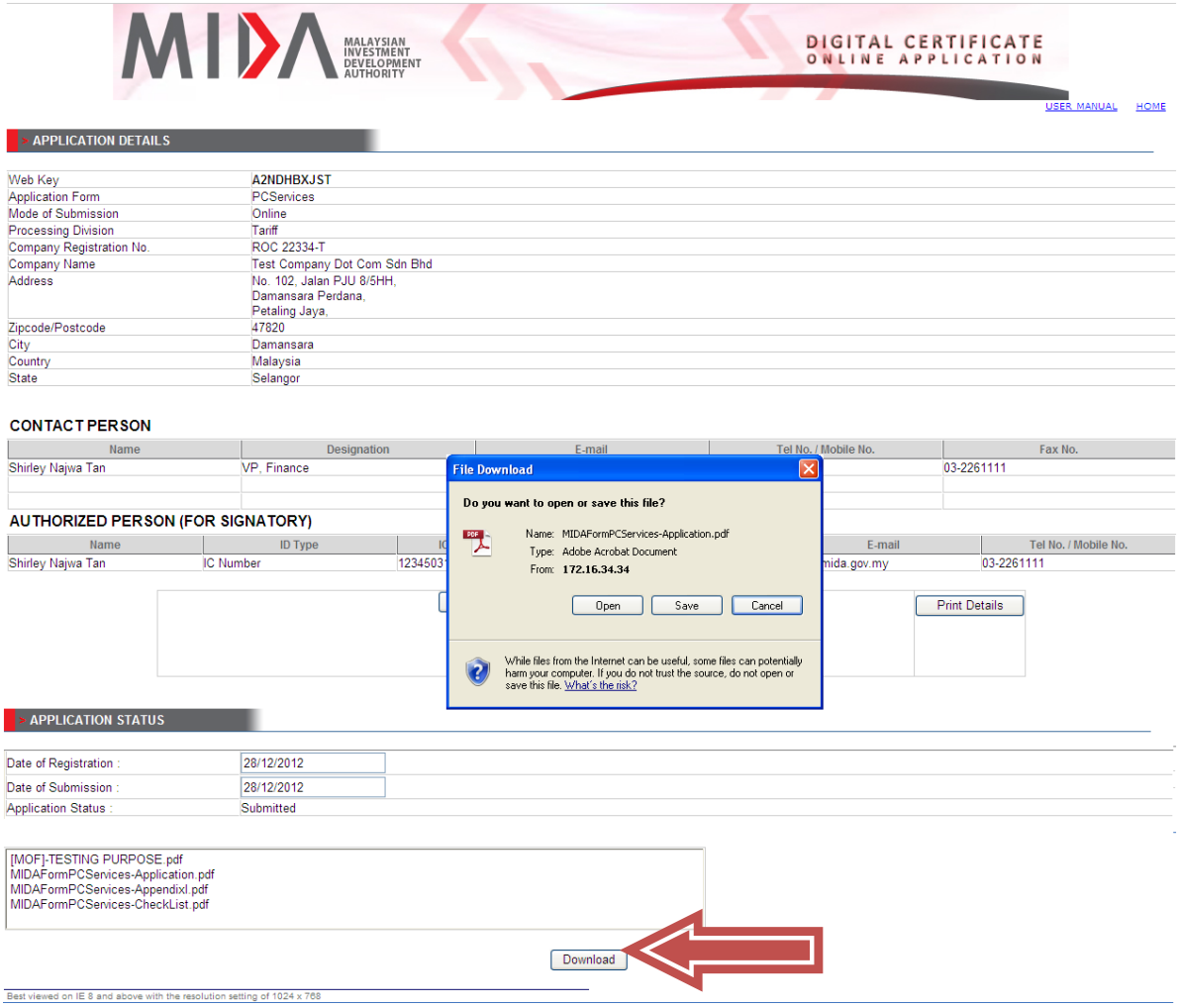
Step	Action
10.	Click on the OK button to proceed or click the Cancel button to cancel or Click the Details... to view details.



Step	Action
11	Click on the OK button to the submission status message.

The application status is now changed from "**Data Entry**" to "**Submitted**".


MIDA
MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
DIGITAL CERTIFICATE
ONLINE APPLICATION
USER MANUAL
HOME
APPLICATION DETAILS
Web Key A2NDHBXJST
Application Form PCServices
Mode of Submission Online
Processing Division Tariff
Company Registration No. ROC 22334-T
Company Name Test Company Dot Com Sdn Bhd
Address No. 102, Jalan PJU 8/5HH, Damansara Perdana, Petaling Jaya,
Zipcode/Postcode 47820
City Damansara
Country Malaysia
State Selangor
CONTACT PERSON
Name Designation E-mail Tel No. / Mobile No. Fax No.
Shirley Najwa Tan VP, Finance test@mida.gov.my 03-2268872 03-2261111
AUTHORIZED PERSON (FOR SIGNATORY)
Name ID Type IC / Passport Number Designation E-mail Tel No. / Mobile No.
Shirley Najwa Tan IC Number 12345031234 VP, Finance test@mida.gov.my 03-2261111
Check Certificate
Download Certificate
Register Certificate
Print Details
APPLICATION STATUS
Date of Registration : 28/12/2012
Date of Submission : 28/12/2012
Application Status : Submitted
[MOF]-TESTING PURPOSE.pdf
MIDAFormPCServices-Application.pdf
MIDAFormPCServices-Appendixl.pdf
MIDAFormPCServices-CheckList.pdf
Download
Best viewed on IE 8 and above with the resolution setting of 1024 x 768



Step	Action
12	Select the attachment then click Download button to view the application form.
13	Click Open button to open the attachment or click Save button to save the attachment or click Cancel to cancel.

Chapter B-5 Submitting feedback

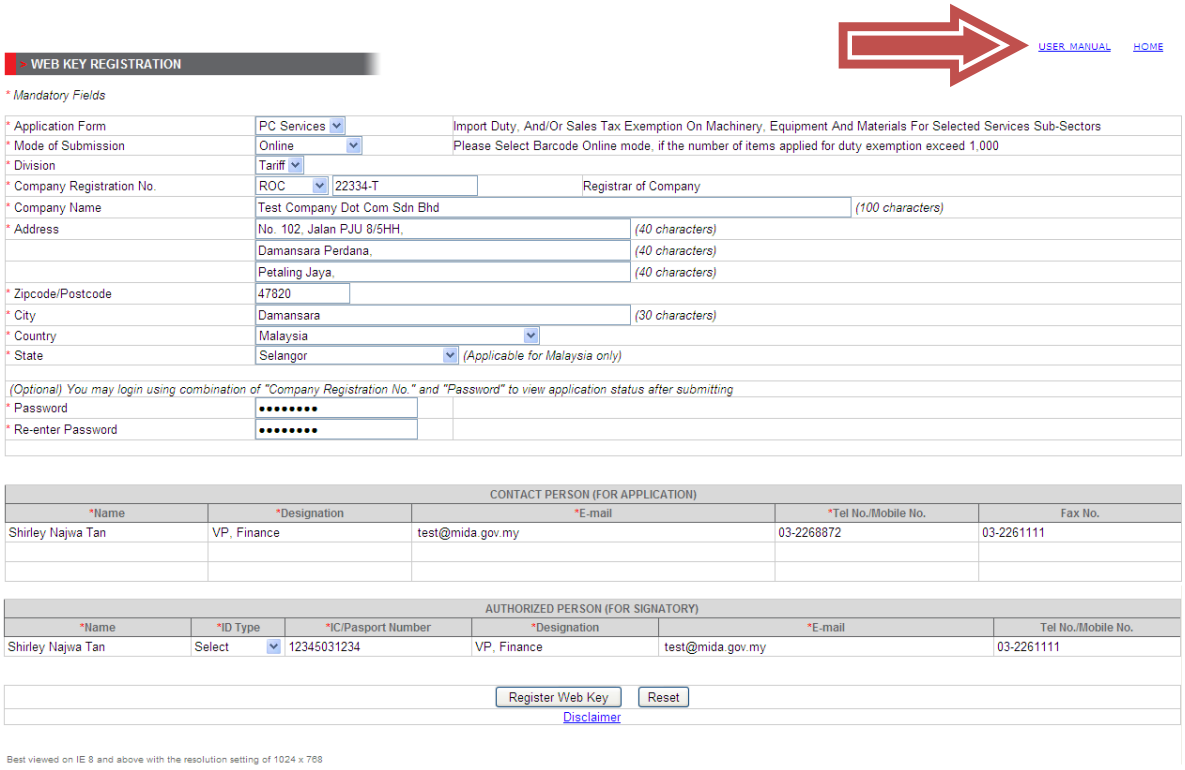
If you have any feedback or enquiries, you are more than welcome to contact us.

B-5-1 How to contact us

MIDA
MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
Invest in Malaysia
Your Profit Centre in Asia
DIGITAL CERTIFICATE
ONLINE APPLICATION
Welcome to MIDA's quick and easy online application.
Log in using webkey to access your online form.
Log In
Not yet registered? Click Here to register
Already registered? Click Here to check your application status or apply for new application
Should you have any problem, please contact:
email: admin@mida.gov.my
Tel : +603 2267 3633
User Guide

Step	Action
1.	Should you have any problem, please contact: email: admin@mida.gov.my Tel : +603 2267 3633

SECTION C: USER MANUALS



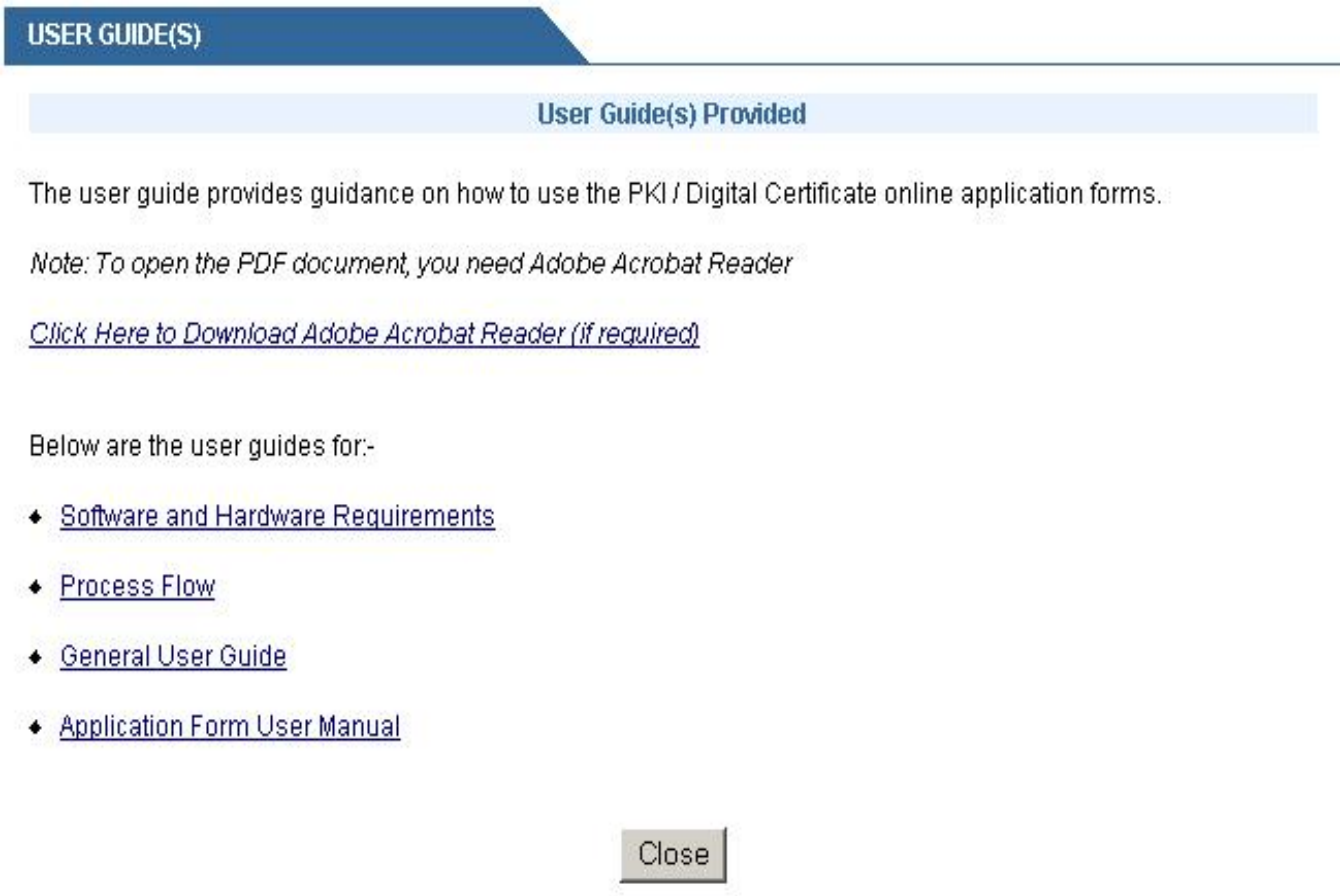
To help guide you in entering data into the Online application forms or Barcode Online programs, MIDA provides user manuals for each of the available application forms.

Chapter C-I Downloading the user manual

You can download the user manual at any point of the application process while using MIDA's Web Submission, whether you are registering a web-key, entering data, or even after submitting an application.

C-I-I Download the user manual

Step	Action
1.	Click on the User Manual hyperlink to navigate to the User Manuals page.


USER GUIDE(S)
User Guide(s) Provided
The user guide provides guidance on how to use the PKI / Digital Certificate online application forms.
Note: To open the PDF document, you need Adobe Acrobat Reader
Click Here to Download Adobe Acrobat Reader (if required)
Below are the user guides for:-
Software and Hardware Requirements
Process Flow
General User Guide
Application Form User Manual
Close

Step	Action
1.	Click on the *Click Here to Download Adobe Acrobat Reader (if required)* hyperlink to download and install Adobe Acrobat Reader (if you do not already have it on your computer).
2.	Click on Software and Hardware requirements hyperlink to open the requirement need for the system (in PDF format).
3.	Click on Process Flow hyperlink to open the process flow of the system (in PDF format).
4.	Click on General User Guide hyperlink to open the guide on how to use the system (in PDF format).
5.	Click on Application Form User Manual hyperlink to open the guide on how to fill up the selective application form (in PDF format).

SECTION D: NOTIFICATIONS

Notifications are sent out by MIDA to the contact person to notify of any changes to the application status.

Chapter D-1 Receiving e-mail notifications from MIDA

These are samples of notification e-mails that the contact person will receive.

D-1-1 Successful web-key registration

This is a notification e-mail upon successful web-key registration.

Dear Sir/Madam,

We wish to acknowledge your request for a web key dated 18-Dec-2012.

Your designated web-key is 4CVBT02FA1.
Please use this web key as a reference in all matters pertaining to this application because you are the authorized person for this application.
To proceed with the submission of your application, please login to https://jpc.online.mida.gov.my.

Thank you.

Malaysian Investment Development Authority (MIDA)
MIDA Sentral,
No.5, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur,
Malaysia.

Tel : 603-2267 3633
Fax : 603-2274 7970
Email : admin@mida.gov.my
Website: http://www.mida.gov.my

Successful web-key registration (Authorized Person)

This is a notification e-mail upon successful web-key registration for authorized person

If you wish to register a new online application, you may use the following account information to register a new web key.

Company Registration No	:	ROC 233685-T
Password	:	cGFzc3dvcmQ=

Dear Sir/Madam,

We wish to acknowledge your request for a web key dated 18-Dec-2012.

Your designated web-key is 4CVBT02FA1.
Please use this web key as a reference in all matters pertaining to this application because you are the authorized person for this application.
To proceed with the submission of your application, please login to https://jpc.online.mida.gov.my.

If you wish to register a new online application, you may use the following account information to register a new web key.

Company Registration No	:	ROC 233685-T
Password	:	cGFzc3dvcmQ=

Thank you.

Malaysian Investment Development Authority (MIDA)
MIDA Sentral,
No.5, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur,
Malaysia.

Tel : 603-2267 3633
Fax : 603-2274 7970
Email : admin@mida.gov.my
Website: http://www.mida.gov.my

D-1-2 Application is accepted

This is a notification e-mail from the MIDA division director or deputy director once he/she has accepted the application.

Dear Sir/Madam,

Thank you for using MIDA Online System.

Please be informed that your application has been accepted by MIDA.
The details of your application are as follows:

Company Name	: MA01-KL StarRail Sdn Bhd
Division Incharge	: Tariff
Application Type	: PCServices
Application Description	: Import Duty, And/Or Sales Tax Exemption On Machinery, Equipment And Materials For Selected Services Sub-Sectors
Submission Date	: 19/12/2012
Web Key	: 4CVBT02FA1

We will look into your application and will contact you as soon as posible.

You may login at MIDA's Web Applications Submission (https://jpc.online.mida.gov.my) to check the status of your application.

Malaysian Investment Development Authority (MIDA)
MIDA Sentral
No.5, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50470 Kuala Lumpur
Malaysia
Tel : 603-2267 3633
Fax : 603-2274 7970
Email : admin@mida.gov.my
Website: http://www.mida.gov.my

Note: Once MIDA have been accepted your application, user can seek for the acknowledgement letter from MIDA (Surat Akuan for apply bank guarantee).

D-1-3 Application is not accepted/rejected

This is a notification e-mail from the MIDA division director or deputy director to inform that the application is not accepted and the reason(s) for not accepting the application.

Dear Sir/Madam,

Please be informed that your application has been received by MIDA and we regret to inform you that your application is not accepted as stated below. The details of your application are as follows:

Company Name : MA02-KL StarRail Sdn Bhd
Division : Tariff
Application Type : PCServices
Submission Date : 19/12/2012
Web Key : 81B7TS2NEU
Reasons : Incomplete and/or Inaccurate Information

If you wish to seek further clarification regarding the application, please contact the division.

Thank you.

Malaysian Investment Development Authority (MIDA)
MIDA Sentral
No.5, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur,
Malaysia.
Tel : 603-2267 3633
Fax : 603-2274 7970
Email : admin@mida.gov.my
Website: http://www.mida.gov.my

This is a system generated email. No signature required.
****
Disclaimer

D-1-4 Acknowledgement

This is a notification e-mail from the MIDA division director or deputy director to inform that the application is being processed.

Dear Sir/Madam,

Please be informed that your barcode online application for "Import Duty, And/Or Sales Tax Exemption On Machinery, Equipment And Materials For Selected Services Sub-Sectors" (PCServices) was received by MIDA on 19 December 2012 and it is currently under consideration by us.

Your application has been referred to Tariff Division under the purview of the following officers:

Officer :Testing User Email 4
Deputy Director :Testing User Email 3
Director :Jasbir Kaur Bachan Singh

You may login at MIDA's Web Applications Submission (https://jpc.online.mida.gov.my) to check your application status and download your *Sealed application.

Note:- Sealed application includes Application Form, and Appendix(ces).

Malaysian Investment Development Authority (MIDA)
MIDA Sentral,
No.5, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur,
Malaysia.

Tel : 603-2267 3633
Fax : 603-2274 7970
Email : admin@mida.gov.my
Website : www.mida.gov.my

Note: Once MIDA have been accepted your application, user can seek for the acknowledgement letter from MIDA (Surat Akuan for apply bank guarantee).

SECTION E: APPLICATION STATUS

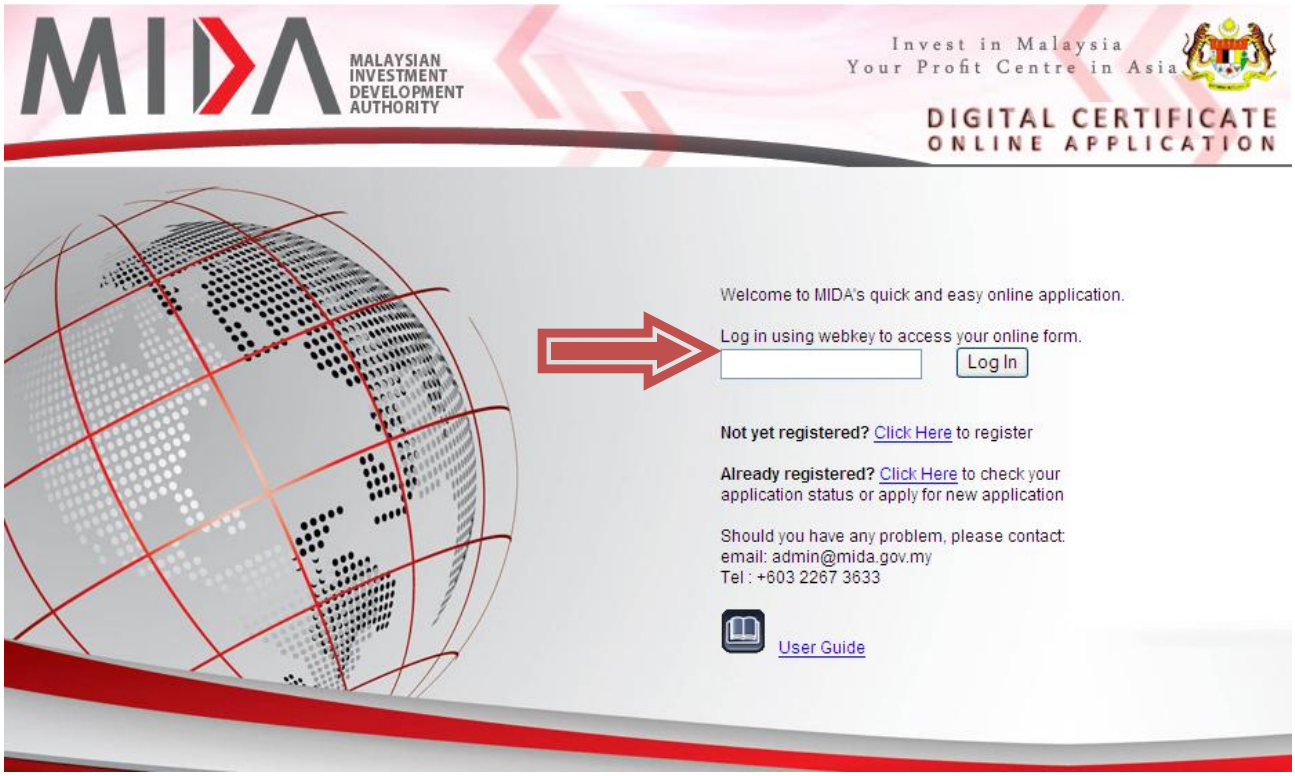
The status of an application will change accordingly as you advance through the application process from entering data until the application is completed/approved.

Chapter E-1 Checking the status of your application

You can check the status of your application anytime you wish as long as you have the web-key to access your application. Login back using the web key given.

E-1-1 How to check the status of your application

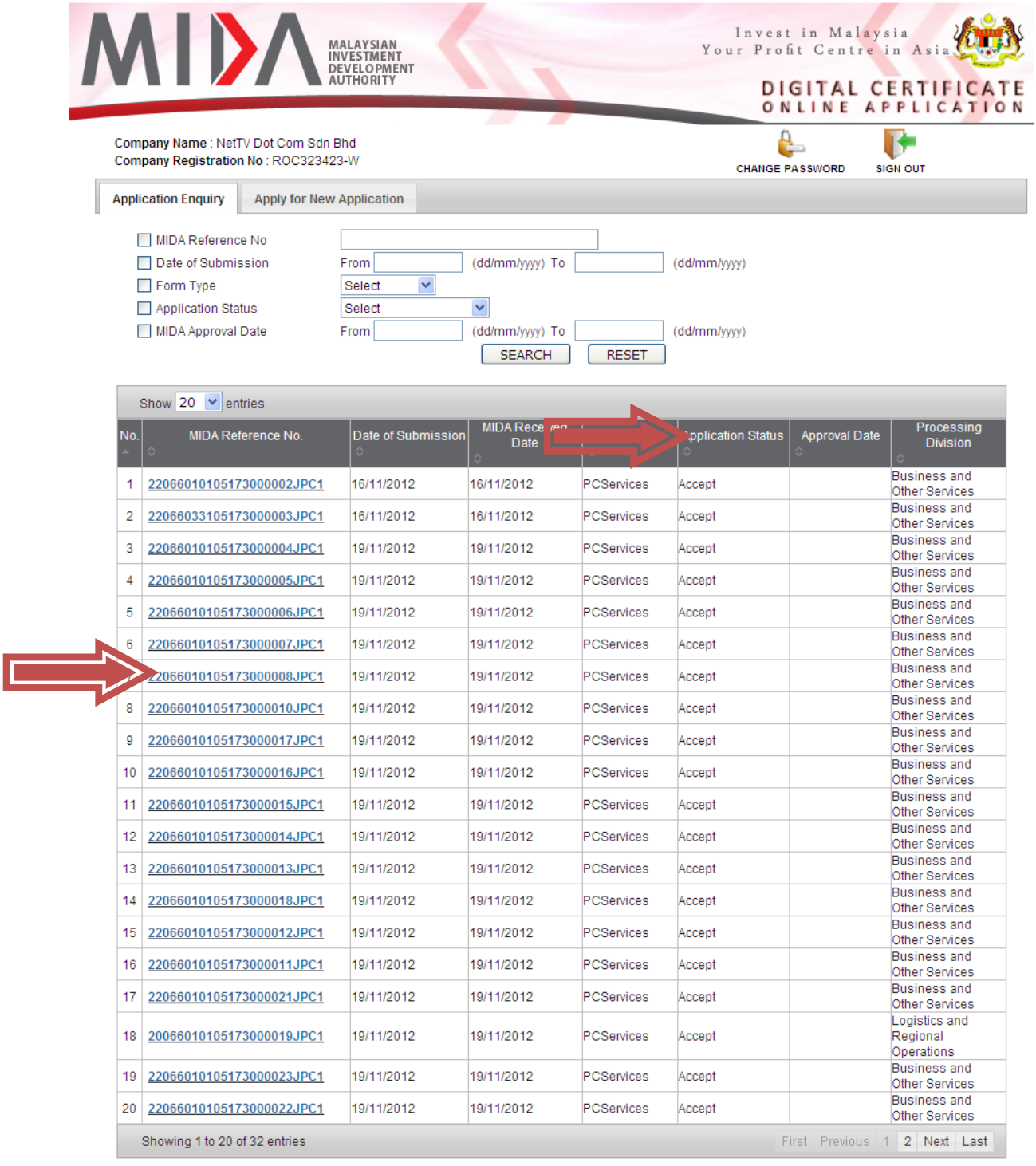
Check Application Status Using Web Key


MIDA
MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
Invest in Malaysia
Your Profit Centre in Asia
DIGITAL CERTIFICATE
ONLINE APPLICATION
Welcome to MIDA's quick and easy online application.
Log in using webkey to access your online form.
Log In
Not yet registered? Click Here to register
Already registered? Click Here to check your application status or apply for new application
Should you have any problem, please contact:
email: admin@mida.gov.my
Tel : +603 2267 3633
User Guide

Once you sign in using your web-key, you will find the status of your application within the *Application Status* section.

Check Application Status by Search Application

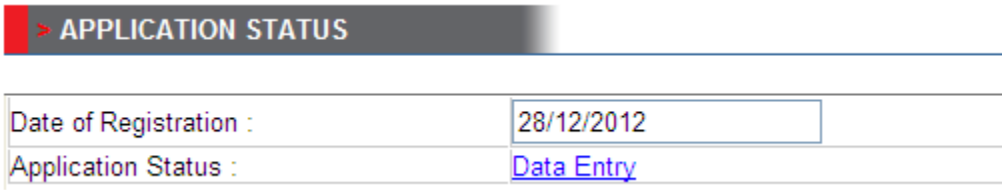
Application status can be checked by log in using company type, registration number and password. Choose Application Enquiry tab.


MIDA
MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
Invest in Malaysia
Your Profit Centre in Asia
DIGITAL CERTIFICATE
ONLINE APPLICATION
Company Name : NetTV Dot Com Sdn Bhd
Company Registration No : ROC323423-W
CHANGE PASSWORD
SIGN OUT
Application Enquiry
Apply for New Application
MIDA Reference No
Date of Submission From (dd/mm/yyyy) To (dd/mm/yyyy)
Form Type Select
Application Status Select
MIDA Approval Date From (dd/mm/yyyy) To (dd/mm/yyyy)
SEARCH
RESET
Show 20 entries
No.
MIDA Reference No.
Date of Submission
MIDA Rece /ed Date
Application Status
Approval Date
Processing Division
1 2206601010517300002JPC1 16/11/2012 16/11/2012 PCServices Accept Business and Other Services
2 2206603310517300003JPC1 16/11/2012 16/11/2012 PCServices Accept Business and Other Services
3 2206601010517300004JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
4 2206601010517300005JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
5 2206601010517300006JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
6 2206601010517300007JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
2206601010517300008JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
8 2206601010517300010JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
9 2206601010517300017JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
10 2206601010517300016JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
11 2206601010517300015JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
12 2206601010517300014JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
13 2206601010517300013JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
14 2206601010517300018JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
15 2206601010517300012JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
16 2206601010517300011JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
17 2206601010517300021JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
18 2006601010517300019JPC1 19/11/2012 19/11/2012 PCServices Accept Logistics and Regional Operations
19 2206601010517300023JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
20 2206601010517300022JPC1 19/11/2012 19/11/2012 PCServices Accept Business and Other Services
Showing 1 to 20 of 32 entries
First Previous 1 2 Next Last

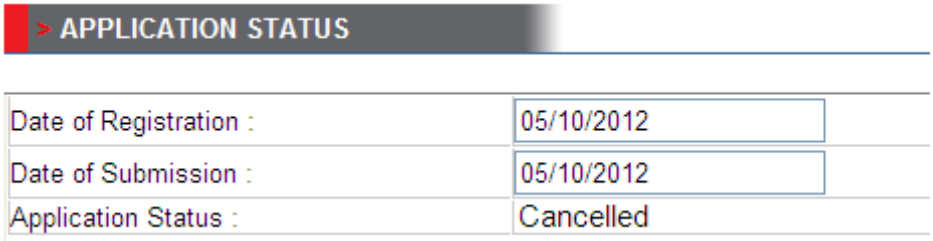
Fill in search criteria and click Search. Click reset to clear search criteria. Click on MIDA Reference Number to view application details.

Below sample application status:

Status Data Entry – not yet submitted, still data entry level

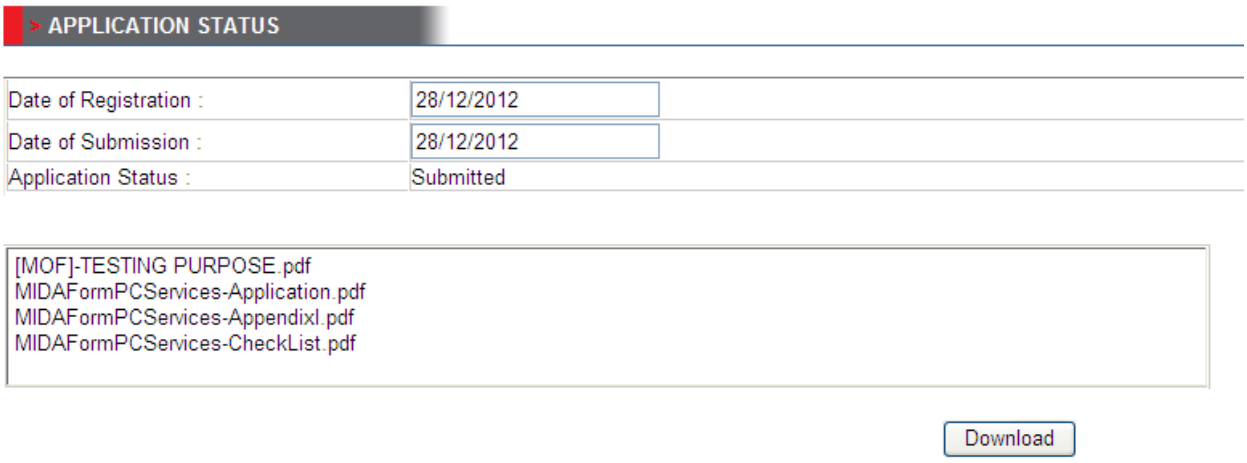


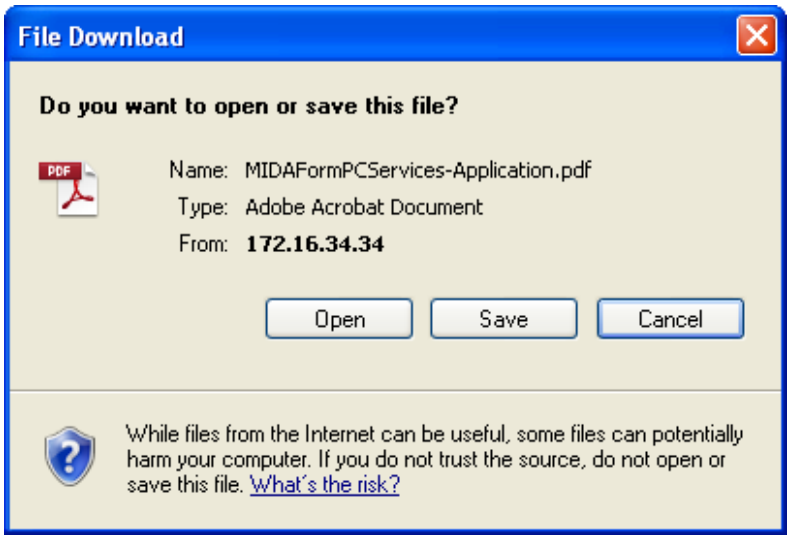
Status Cancel – cancelled by the user



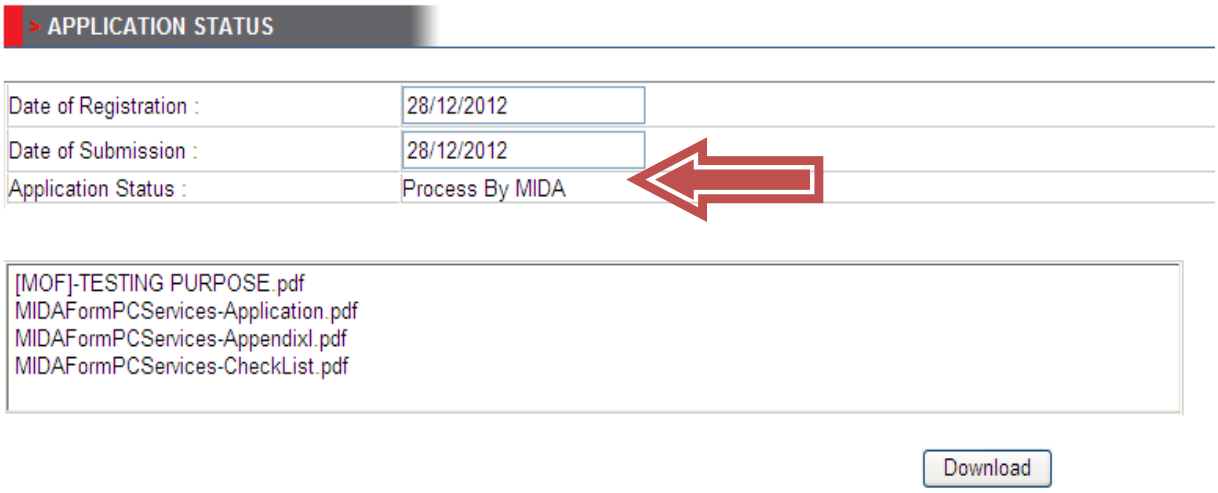
Status Submitted – successfully submitted to MIDA

After submitted user can review the application by select the document and click "**Download**" button, then select open/save the document (PDF format).



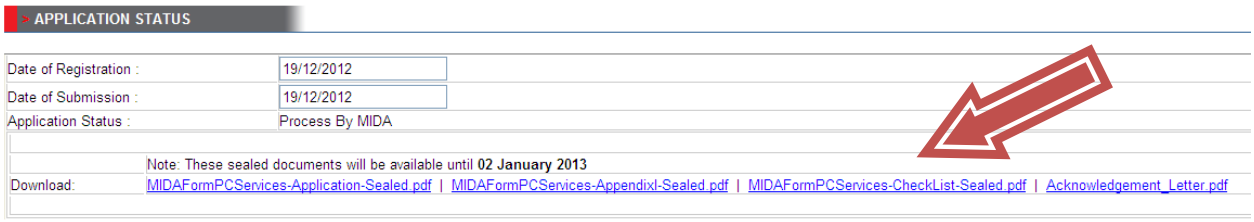

File Download
Do you want to open or save this file?
Name: MIDAFormPCServices-Application.pdf
Type: Adobe Acrobat Document
From: 172.16.34.34
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

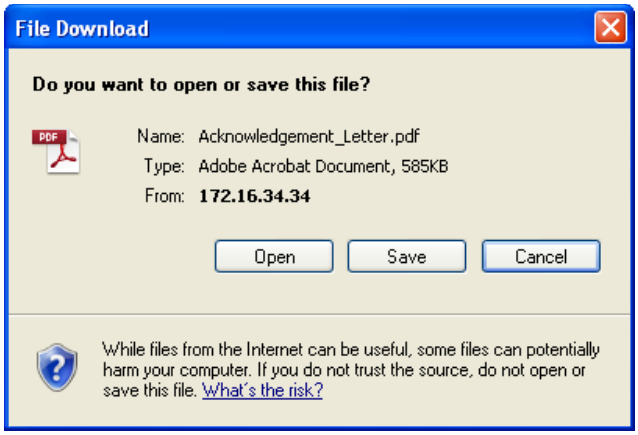
Status Process by MIDA (In Progress) – application accepted and being process by MIDA



Status Process by MIDA – Acknowledgement Letter

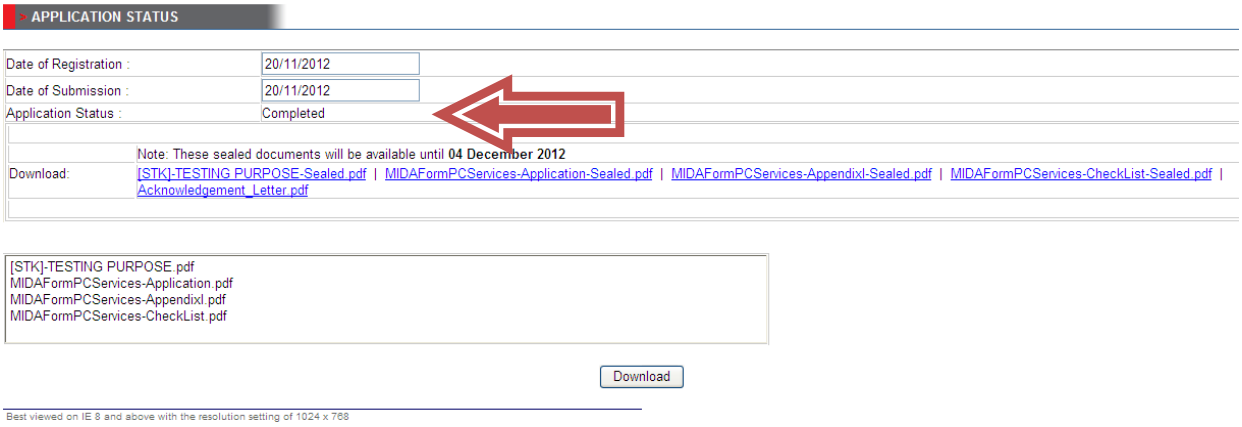
User can download acknowledgement letter after received notification e-mail from MIDA. Click on the document and select save/open (PDF format).


APPLICATION STATUS
Date of Registration : 19/12/2012
Date of Submission : 19/12/2012
Application Status : Process By MIDA
Note: These sealed documents will be available until 02 January 2013
Download: MIDAFormPCServices-Application-Sealed.pdf | MIDAFormPCServices-Appendixl-Sealed.pdf | MIDAFormPCServices-CheckList-Sealed.pdf | Acknowledgement_Letter.pdf

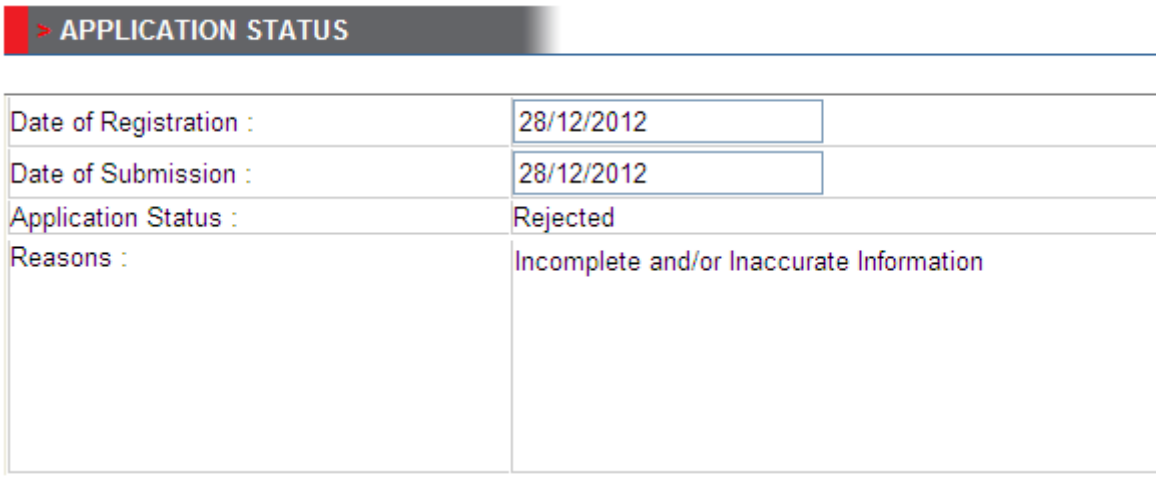

File Download
Do you want to open or save this file?
Name: Acknowledgement_Letter.pdf
Type: Adobe Acrobat Document, 585KB
From: 172.16.34.34
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Status Completed/Approved

User can download approval letter and other document after received notification e-mail from MIDA. Click on the document and select save/open (PDF format).


APPLICATION STATUS
Date of Registration : 20/11/2012
Date of Submission : 20/11/2012
Application Status : Completed
Note: These sealed documents will be available until 04 December 2012
Download: [STK]-TESTING PURPOSE-Sealed.pdf | MIDAFormPCServices-Application-Sealed.pdf | MIDAFormPCServices-AppendixI-Sealed.pdf | MIDAFormPCServices-CheckList-Sealed.pdf | Acknowledgement_Letter.pdf

Status Rejected – due to information needed incomplete/inaccurate, wrongly choose the application form, the form is blank or others.



Note: User can contact the industry division who rejected the application to know further detail about the application problem. Please see application detail page there should be mention about which processing division in-charge.

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END